

Poteau Public Schools



School Safety Procedures Guide

Last Updated January 2014

Poteau Schools Phone Directory

Superintendent of Schools..... 647-7700

Poteau Primary School

Principal 647-7783

Assistant Principal 647-7782

Upper Elementary School

Principal 647-7762

Assistant Principal 647-7763

Pansy Kidd Middle School

Principal 647-7743

Assistant Principal 647-7744

Poteau High School

Principal 647-7719

Assistant Principal 647-7720

Bob Lee Kidd Civic Center..... 647-7724

Costner Stadium (Field House)..... 647-2800

Bus Shop 647-7710

Foreword

The School Safety Procedures Guide has been developed to facilitate safety in the Poteau Schools. Among the materials used to compile this Guide were guides developed by other school districts and agencies throughout the state.

Board of Education policies also are a basis for the Guide. In a number of areas related to safety the policies are referenced but not repeated. Policy 6150 requires plans for emergencies. Most of those plans are addressed in this Guide. They can also be found in student/parent handbooks.

In compliance with law Policy 6160 calls for a Safe School Committees. The policy also prescribes a District Safe School Committee and 6170 establishes a District Safety Officer.

The Guide will be reviewed annually and revised as needed. It will be a part of Curriculum Handbook II. Your suggestions will be appreciated.

OBJECTIVES OF THIS GUIDE

Schools have evolved into one of the most important social agencies in a community. School personnel represent a large body of professionally trained, caring staff members. In order for school personnel to be prepared to handle extra-ordinary events, however, an outline of emergency procedures is necessary. Poteau Independent School District recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Even in the face of emergency, Poteau Schools will strive to maintain a safe and orderly environment.

Crisis Intervention Teams have been identified in the Poteau Schools to be activated in case of a crisis. These teams, along with building and district administrators will be responsible for a coordinated response to emergencies.

Objectives of this Guide

1. To provide a standardized minimum emergency procedure plan that will assist school officials to meet both ethical and legal responsibilities to their students, peers and community in times of an emergency.
2. To provide suggestions for meeting minor emergencies, as well as recommendations for action during major natural or man-made disasters.
3. To provide suggested forms; to keep emergency plans current.
4. To provide an emergency procedure guide for distribution to all employees.

GENERAL RESPONSIBILITIES FOR STAFF

Classroom Teachers:

1. Every teacher will become familiar with the various alarm signals and react immediately, calmly, and appropriately. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
2. Every teacher will have grade books or class rosters at all times during an emergency. The rosters will include an alphabetical listing of all students enrolled.
3. If a hazard to the safety of students and adults is identified, or if students or adults are in danger in any way, the first priority of the teachers will be to take whatever action is prudent or necessary for the safety of the students. The second priority will be to notify the office as soon as possible. The district plan of action will provide assistance.
4. Teachers will not leave students unattended under any circumstances. An adult must be present at all times.
5. Any staff member trained in CPR and/or First Aid will go to any part of the campus where students are reported to be injured . . . if, and only if, he/she is not attending to students. His/Her major responsibility will be to apply first aid to the injured. A well-stocked portable first-aid kit will be kept by the office at all times.
6. All staff not immediately responsible for students will go to the office at the outset of an emergency to receive direction from the principal.

Cafeteria Staff:

1. Any emergency related to the kitchen operation of the cafeteria should be reported to the main office immediately.
2. When an alarm sounds, all cafeteria personnel must evacuate the kitchen area immediately, all windows and doors should be shut, and all stoves and ovens should be turned off. Personnel should evacuate to the area immediately outside the cafeteria.

3. If students are present in the cafeteria, cafeteria personnel should assist the teachers in getting the students evacuated.
4. If the emergency involves the evacuation of teachers and students from the school, cafeteria personnel should assist teachers in the control of students, if warranted.

Principal:

The principal will supervise all emergency procedures during the initial stage of the emergency. As soon as the nature of the emergency is identified, he/she will make sure that:

1. The appropriate alarm is sounded.
2. Procedures to ensure the safety of the students are being implemented.
3. Proper authorities and agencies are notified.
4. Internal communication channels are established within the building and at the district level.
5. Planned role assignments are reinforced.
6. External communications are established.
7. Administrator/designee will be on site during emergency.

The principal, in conjunction with the Crisis Intervention Team, will also assume the responsibility for ensuring that all personnel be inserviced in the contents of this emergency plan. He/she will ensure that the plan contains specific information for the site. Drills are to be conducted at least four (4) times per year.

DISTRICT ADMINISTRATION

During any type of emergency situation, a chain of command should be established to facilitate coordination and ensure adequate communication.

Decisions that affect the district will be made by the Superintendent of Schools, 918-647-7700.

In the absence of the school superintendent, the following people make the Administrative Team and shall be contacted for decision-making purposes:

<u>Title</u>	<u>Name</u>	<u>School</u>	<u>Cell</u>
High School Principal	Cory Wood	647-7719	647-6885
Middle School Principal	Lorraine Caldwell	647-7743	649-8103
Upper Elementary Principal	Bobbie Gillham	647-7762	413-2283
Primary School Principal	Kristie Smith	647-7783	647-6186

AFTER HOURS BUILDING EMERGENCY

Definitions:

An after hours emergency is an emergency occurring before or after the regular school day.

Steps of Action:

1. See specific emergency item and use those procedures.
2. Contact Poteau Police.
3. Follow Emergency procedure.
4. If group is present in the building, assign roles as necessary. Record names and administer first aid.

Police - 911
Poteau P.D. : 647-8620
LeFlore Co. Sheriff: 647-2317

Fire - 911
Poteau: 647-8620

Ambulance - 911
Poteau: 647-9270

Utilities
AOG Gas Co. : 1-800-842-5690
Water & Sewer: 647-4620
OG&E: 1-800-272-9741

STUDENT RUNAWAY / ABDUCTION

Steps of Action:

1. Notify principal.
2. Contact police, emergency services as needed.
3. Contact parent / guardian.
4. Follow student if it seems appropriate (student runaway).
5. Notify classroom teacher.
6. Have picture of child in office with description of clothing worn.

Personnel Roles:

- Principal: Follow student if appropriate (student runaway).
- Secretary: Notify emergency services, parent / guardian, and superintendent's office.
- Teacher: Notify office and stay with class.
- Auxiliary Staff: Report to principal.

Notes:

FIRE / EVACUATION

Signal: Long buzz of the fire alarm.

In case of a loss of electrical power, and a failure of the battery back-up system, the signal will be a series of blasts on a whistle in the hallways.

Steps of Action:

1. Report fire to office / pull alarm / use intercom if available.
2. Close all windows and doors to confine fire. Turn off lights.
3. Evacuate the building to assigned place at least 500 feet from the building (Refer to Student Handbook).
4. In case of blocked exit, find closest other exit.
5. Take class lists of students to designated area.
6. Restrooms, hallways and unoccupied rooms will be checked by support personnel and any available faculty member.
7. Teacher will double-check room to ensure total evacuation.

Personnel Roles:

Principals: Supervise evacuation and check for injuries.
Assign roles to auxiliary persons as needed.

Secretary: Phone 911 and superintendent's office.
Notify other buildings on campus.
Take emergency student list with home phone numbers to command post.

Teacher: Evacuate and remain with students.
Take roll.

Auxiliary Staff: Assist with evacuation.
Report to principal at central command post.
Check bathrooms and other spaces for other people.

Notes:

ACCIDENT / SERIOUS INJURY / ILLNESS

Definition:

Emergency where one or more are sick or injured. Immediate concern is to aid the injured or sick person(s).

Steps of Action:

1. Contact building principal and stay with injured/sick person.
2. Office to contact parents or guardians(s) and/or emergency services if necessary.
3. If a person trained in first aid is available, use him/her as appropriate.
4. Complete incident report and submit copy to superintendent. If the incident is serious and may cause public inquiry, at earliest convenience notify the superintendent's office.

Personnel Roles

Principal: Coordinate appropriate services.

Secretary: Contact emergency services and parents/guardian.

Teacher: Stay with students, assess first aid needs, take roll, contact office if appropriate.

Auxiliary Staff: Help with communication with parents/guardian and first aid.

Staff with special training: CPR/FIRST AID

PPS	UES	PKMS	PHS	DIS
Blome, Kandy	Billy, David	Cochran, Devin	Fredrick, Olin	Durant, Chuck
Brickell, Ronneena	Dailey, Pam	Hackler, Todd	Gilliam, Carla	King, Donna
Clements, Debra	Edmundson, Ethel	Howe, Betty	Hambrick, Lori	McDaniel, Glynda
Doshier, Dana	Harris, Sugar	Payne, Patricia	Hardaway, Kim	Swearingen, Pat
Durant, Holly	Laymon, Dana	Perdue, Andy	Hardaway, Kyle	
Graham, Kimberly	Powell, Toni	Wilson, Greg	Johnson, Sheri	
King, Camilla	Skimbo, Johnny	Smedley, Alisha	Lum, Sandra	
McCoy, Michelle			Rogers, Janice	
Parker, Pawn			Rutledge, Steve	
Smith, Tiffany			Shaw, Richard	
			Vick, Tonya	

1. Gloves should be worn if blood is present. Gloves are available in the office.
2. The situation should be assessed for personal risk factors prior to assistance/intervention.

Emergency Medical Care Call 911

Tornado

Watch: Conditions are favorable for tornado or severe weather. Monitor. Take action as needed.

Warning: Tornado may be imminent. Take shelter. Weather reports should be monitored continuously.

Signals:

1. Tornado watch and warnings will be monitored by a radio in school office.
2. Warning will be:
 - a. Continuous short rings on the indoor bell system.
 - b. A back-up signal will be announcements in announcements in the classroom by hallway designated authority.

Steps of Action:

1. Signal will be broken “beep” sound.
2. Students should proceed to their designated saferoom.
3. Students in unsafe locations at the time will go to assigned locations at the direction of the teacher.
4. Teachers are to close classroom doors.
5. Teachers should keep their class rosters with them and keep behind their classes to be sure students are following the drill procedure and to verify student count.
6. Wait for all clear signal before returning to classroom.
7. School buses will not be loaded in the event of threatening weather at dismissal time.
8. Avoid the west side of the building, gym and cafeteria during a tornado.
9. In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from interior glass walls or windows.
10. The radio should be located within hearing distance of office.
11. After the hazard has passed, the teachers should check and secure the safety of their students, then start checking with other areas.

Personnel Roles

Principal: Supervise the student body and maintain contact with all staff.
Secretary: To be posted near the phone in the office.
Teacher: Supervise class(es)
Auxiliary Staff: Assist with evacuation to a safe area. Check bathrooms and other spaces for other people.

Notes:

SUICIDE INTERVENTION

See Section 5180 Poteau Public Schools Policy Manual

CHILD ABUSE REPORTING

See Section 5170 Poteau Public Schools Policy Manual

UNWANTED INTRUDER

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

General procedures . . . Staff is to stop any stranger and inquire politely as to his/her business in the building. Contact the office to be sure the visitor has checked in. Police will be called when any person poses a threat to the safety of students or staff. In some situations when a threat is present, the students are to be kept in the room with the door locked. In the event of gun fire, those in the room will be instructed to lie on the floor, behind cover if it is available. In other instances, evacuation of the students may be the best action.

If intruder is in the hall, staff calls office or escorts stranger to office. If in a classroom, send a student to office for help or use intercom. If a firearm is involved or shots are fired, a bull horn or PA system will be used to notify those in the building.

Signals: Each principal will devise his/her schools signals and change them from time to time.

Steps of Action: Evacuation

Depending on the situation, the principal will take appropriate action.

1. Give signal and call police. When calling police, advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc.
2. Outside doors locked by the designated persons.
3. Take students into protected classrooms.
4. Check restrooms and vacant rooms.
5. Lock classroom door with keys, if possible.
6. Move children away from doors and glass.

Personnel Roles

Principal: Announce warning signal. If necessary help evacuate students. Ensure all doors are locked.

Secretary: Call police. Notify other buildings on campus. Notify superintendent's office.

Teacher: Stay with and protect children, provide first aid and take roll. Lock rooms.

Auxiliary Staff: Provide first aid and assist with evacuation, if necessary. Designated persons lock outside doors.

Lock Down Procedures:

The following are guidelines to be used for emergency lock down.

1. The procedure will be initiated by a special announcement over the school’s intercom system. Care should be taken to assure that students are not given information unless necessary.
2. Persons with a door lock responsibility will go immediately to their assigned doors and take the needed steps to ensure that it is secure. Lock down keys are to be kept hanging on the inside of the door of the responsible person’s closet. Exceptions are when teachers have keys to their areas checked to them and they carry the keys on their person.
3. Students who are outside will be directed to go to the nearest building by any staff member who can see them. They are to remain there until an “all clear” signal is given.
4. Playground supervisors will have the authority to send children inside when they feel that there is a need to do so. The site principal or assistant principal will be notified of such action as soon as possible.

BUILDING / DOOR ASSIGNMENTS

Bldg. _____	Bldg. _____	Bldg. _____	Bldg. _____
West _____	West _____	West _____	West _____
East _____	East _____	East _____	East _____
North _____	North _____	North _____	North _____
South _____	South _____	South _____	South _____
_____	_____	_____	_____

Practice drill at least 2 times annually.
(Document dates and times)

BOMB / BOMB THREAT / EXPLOSIVE

Signals: Continuous ringing of fire alarm.

Steps of Action:

1. If phone threat is made, obtain as much information as possible. Complete following checklist.
2. Call principal - if threat. Principal will call 911 if necessary.
3. Evacuate the building if advised by police.
4. Unauthorized personnel should not search or disturb items.

FBI Bomb Data Program Threatening Call Checklist

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Sex or Caller M F Age _____ Race _____ Length of Call

Caller's Voice:

_____ Calm	_____ Soft	_____ Distinct	_____ Raspy	_____ Familiar
_____ Angry	_____ Loud	_____ Slurred	_____ Deep	_____ Clearing Throat
_____ Excited	_____ Laughing	_____ Nasal	_____ Ragged	_____ Deep Breathing
_____ Slow	_____ Crying	_____ Stutter	_____ Disguised	_____ Cracking Voice
_____ Rapid	_____ Normal	_____ Lisp	_____ Accent	

Was the familiar

Background Sounds:

_____ Noises	_____ Music	_____ Factory Machine	_____ Local
_____ Crockery	_____ House Noises	_____ Animal Noises	_____ Long Distance
_____ Voices	_____ Motor	_____ Clear	_____ Booth
_____ PA System	_____ Office Machine	_____ Static	_____ Other

Continued

Threat Language:

_____ Well Spoken _____ Foul _____ Incoherent _____ Message read
(Educated) _____ Irrational _____ Taped by threat maker

Remarks:

Fill out name completely, immediately after bomb threat.

Date _____ Phone No.

Name _____ Position

Personnel Roles

Principal: Determine need for evacuation and notify staff accordingly.
Gather information from staff on anything suspicious.
Assess injuries.
Assign auxiliary persons to first aid assistance at evacuation site.
Secure the scene.

Secretary: Phone police at 911 as directed.
Notify other buildings on campus. Notify superintendent's office (647-7700).
Take emergency student list with home phone numbers to command post.

Teacher: Evacuate and remain with students. Take roll.

Auxiliary Staff: Assist with evacuation. Report to principal at central command post.
Check bathrooms and other spaces for other people.

VIOLENCE IN THE WORKPLACE

In recent years the nation has become more alarmed about assaults at the workplace. While most of us feel safe at work, the workplace is sometimes the target of violence. Due to the fact that state offices are public buildings, employees are exposed to an increased risk.

Most of us never consider the potential for violence. Every working day we deal with people from every walk of life. There are no simple answers to the problem. We as workers need to be aware of the possibility of violence in our workplace, and we must take some responsibility for our own safety. This is not to say that our school is now to become an armed camp, but awareness and planning today can save lives in the future.

What is Violence in the Workplace?

Workplace violence defined: Occupational violence is any act or threat of physical aggression by any individual that occurs at the work site. Its intended target may be another individual(s) or object(s), and there is reasonable potential for physical or psychological trauma to victims and/or witnesses.

Here are Three (3) Classifications of Workplace Violence:

1. Violence from co-workers
2. Violence from parents/guardians, students
3. Random acts of violence

Let's take a look at each of these:

Violence from co-workers: Experts in the field of human resources have identified signs that may precede violence in co-workers.

1. History of violence.
2. Makes verbal threats on the job about "getting even" with co-workers or employers.
3. Makes continual threats or intimidates co-workers.
4. Believes others are out to "get them".
5. Owns or talks about buying a weapon or brings a weapon to work.
6. Substance abuse on or off the job.

Violence from Parents / Guardians, Students:

1. A Parent / Guardian, Student who becomes unusually angry because of perceived poor communication, perceived poor quality or perceived lack of information.
2. A Parent / Guardian, Student who talks abusively when making a telephone complaint.
3. A Parent / Guardian, Student threatens you or co-workers.

Random Acts of Violence:

1. Assaults in buildings.
2. Assaults in parking lots.
3. Assaults at your desk or work station.

WHAT YOU CAN DO IF YOU ARE THREATENED AT WORK

You can't always prevent an attack, but here are some tips to follow:

1. Don't panic; think and size up the situation.
2. Call police if there is time.
3. Try to remain in control of the situation.
4. If the attacker demands that you give up money or valuables, do so immediately.
5. Don't enter an isolated room with someone if you feel uncomfortable with the person.
6. Exit the room at the first opportunity if a person seems threatening.
7. If working late, ask custodian or a co-worker to escort you to your car.
8. Before unlocking and entering your car, check the back seats and floor.
9. Lock your car door as soon as you are in your car - before you fasten your seat belt.
10. To prevent a violent action from starting:
 - A. Remain calm. Speak clearly. Don't raise your voice. Avoid arguing with the threatening person.
 - B. Address each parent/guardian, student with a friendly greeting whether you are on the phone or meeting the parent/guardian, or student in person.
 - C. Be courteous at all times.
 - D. Ask your employer for training that will help you deal with the public.
11. Keep yourself safe!
 - A. Have the phone number for security and police in your work area.
 - B. If you have an alarm, know how to use it.
 - C. Develop a "danger signal" for use with co-workers.
 - D. Promptly notify your supervisor of potentially violent situations.

Reporting Violence

If you are the victim or if you witnessed an attack:

1. Call security or police immediately.
2. Don't change anything at the scene.
3. Carefully and accurately describe the act and the attacker.
4. Don't clean up, reset furniture or touch any objects handled by the attacker.

While there are no absolutes, no 100% guarantees, the odds are in our favor if we will take just a few precautions and make a few preparations.

We are all in this together so let's all do our part to make our workplace safer.

EMERGENCY REFERENCE NUMBERS

Building Security

Police 911 918-647-8620

Fire Department 911 918-647-6471

Ambulance 911 918-647-9270

Threatening Calls

Do not hang up.
Stay calm and keep the person talking.
Signal a co-worker to listen on the extension line.
Ask the caller to repeat the message.
Write down the exact words, if possible.

Dangerous Situation

Stay calm.
Signal for help, discreetly.
Keep eye contact.
Stall for time.
Follow instructions.
Keep talking and try to get him/her talking.
Indicate that you want to help him/her.
Do not try to be a hero.
Watch for a chance to escape to a safe area.

SURVIVING HOSTAGE SITUATIONS

There are four (4) main principals of hostage survival:

1. Try to cause the hostage taker to see you as a human being and not as a representative of the organization.

Do not be overly compliant.

2. Play the role of the dignified hostage. Do what you are instructed to do and nothing more.

Do not negotiate for the hostage taker.

3. Try to develop a reciprocal positive relationship. This can be used to your advantage.

Do not get caught up in the hostage taker's personal life.

4. Do what you are told, but do it slowly. If asked why you are moving slowly, respond that you know it is important to him/her and you want to make sure you do it right.

Do not become antagonistic or surly.

The hostage negotiation priorities of the authorities are to preserve life, apprehend the subject, and protect property. They will give minimum attention to the hostages and keep their emphasis on the hostage taker. They need direct dealing with the hostage taker to assess the situation and plan an effective strategy. They are trying to gauge the intelligence, commitment, emotional stability, and level of sophistication of the hostage taker.

You should know that the most dangerous time for the hostage is in the early stages of the situation when emotions are high. After the situation is stabilized, there is a very good chance of survival.

You should also expect that this will take a long time. Time works in our favor. When the situation is resolved, expect to be treated like a suspect until law enforcement can identify you and render you safe from the situation.

PLAYGROUND AREA AND EQUIPMENT

The Safe Schools Committee, Administration, and Custodial Staff inspect the grounds routinely. Any potential hazards are reported and a work order is requested to correct the potential problem. All work orders are on file with the principal's secretary.

Other Safety Measures

1. **Admission of Felons (students) and Admission of Students Suspended From Other Schools** - (See Board of Education Policy 5113.4)
2. **Blood Borne Pathogen Communication** - (See Board of Education Policy 6120)
3. **Bus Rider Rules** - Bus Rider Rules are in the Student Handbooks/Planners. Bus drivers go over the rules each year.
4. **Bus Emergency Rules** - Bus drivers conduct emergency evacuation drills according to law. They are conducted 2 times yearly.
5. **Communicable Diseases** - (See Board of Education Policies 2170,2250, and 5161)
6. **Drug Free Workplace and Schools** - (See Board of Education Policy 2180 and 2280 and 5153.4)
7. **Felony Record Search** - (See Board of Education Policy 2112.2 and 2211.6)
8. **Guidelines For Reconsideration of Materials** - (See Board of Education Policy 4144)
9. **Hazardous Chemical Communication** - See Red Notebook entitled, Hazardous Chemical Communication, on file in the Principal's Office or Assistant Principal's Office.
10. **Hazing** - (See Board of Education Policy 4134.7)
11. **MSDS -- Material Safety Data Sheets** - See MSDS Notebook on file in the Assistant Principal's Office. An inventory of all hazardous chemicals are in this book and are on file at the Poteau Fire Department. All staff should be informed of chemicals with which they may come in contact. Science lab's chemicals are inventoried in each lab and are on file with the Poteau Fire Department.
12. **Release Of Students On Activity Trips** - See Board of Education Policy 4134.3
13. **Safeguards For Internet** - See Board of Education Policy 4133.9.2

14. **Sexual Harassment** - See Board of Education Policies 2112.4, 2211.14 and 5123
15. **Smoking In Facilities** - See Board of Education Policy

SAFETY / SECURITY SURVEY

As an employee do you feel

1. Stranger access is carefully controlled? _____
2. Security policies are followed? _____
3. Secure places for employees are available? _____
4. Doors, safes, and windows are locked? _____

Do you know

1. The location of the fire alarm? _____
2. The location of the fire extinguisher? _____
3. The evacuation plan for your classroom? _____
4. The phone number for the police/security? _____

On a scale of one (poor) to ten (excellent), assess the following:

1. Security in the building. _____
2. Your confidence in the security. _____
3. Visibility of security. _____
4. Your building emergency/disaster plan. _____

In order, one being your greatest, assess the following concerns in your building.

- A. Disaster such as fire, tornado, or explosion. _____
- B. Random acts of crime, robbery, rape, or assault. _____
- C. Acts of violence from the public. _____
- D. Acts of violence from an employee. _____
- E. Acts of violence from a supervisor. _____
- F. Acts of violence from an employee's spouse. _____
- G. Acts of violence from an ex-employee. _____
- H. Acts of violence from an employee who is
being disciplined or terminated. _____
- I. Acts of violence from a client. _____
- J. Acts of violence from a client's family member. _____

