

Joliet Public Schools

PO Box 590 Joliet, MT 59041 406-962-3541



Revised June 2019

Table of Contents

Immediate Threat Contact Numbers	4
Crisis Situation Contact Numbers	5
Emergency Management Team-EMT	5
Communication Team	5
Maintenance Team	6
Communication to Staff, Students, and Classroom	6
Parent and Community Communications	6
Alternate School Sites:	7
School Zones (these areas are identified to clarify the location of threats on school grounds)	7
Emergency Announcements and Procedures	7
Clear Classroom (may be individual room or area)	7
Teachers or Supervising Adults	8
Building Evacuations	8
Teachers and Supervising Adults	8
Lock Down	9
Red Level Lock Down:	9
Yellow Level Lock Down:	9
Specifics for Teachers or Supervising Adults:	10
Active Shooter	10
Procedures for Teachers	10
1. RUN	10
2. HIDE	11
3. FIGHT	11
Possible Emergency Management Team Actions to Consider:	11

Bomb Threat, Bomb or Suspicious Device	11
Procedures for Teachers	11
Possible Emergency Management Team Actions to Consider:	12
Fire or Explosion	12
Procedures for Teachers	12
Dangerous Person on Campus/Terrorism	12
Procedures for Teachers	12
Abduction	13
Procedures for Teachers	13
Post-Intervention	13
Reporting Strangers on Campus	13
Procedures for Teachers	13
Civil Disturbance	13
Procedures for Teachers	14
Suggested Procedures for Emergency Management Team	14
Suicide Threat or Attempt	14
Procedures for Teachers	14
Procedures for Emergency Management Leader	14
On Campus Death, Serious Injury, or Medical Condition	14
Procedures for Teachers	14
Emergency Management Team Procedures	15
Death or Serious Illness of Students, Extended Family or Staff	15
Procedures for Teachers	15
Emergency Management Team Procedures	15
If the death is a suicide	15
The following procedure will be followed by the District:	16
Notification Procedures:	16

Team Procedures:	16
Crisis Team Agenda to be Followed:	16
Follow-up Crisis Meeting Agenda to be followed:	17
Referral of Traumatized Individuals Procedures:	17
Early dismissal:	18
Remain in School:	18
Procedures for Teachers and Emergency Management Team	18
Earthquakes	18
Procedures for Teachers	18
Hazardous Material Incident	19
Possible Emergency Management Team Actions to Consider:	19
Electrical Outage	19
Procedures for Teachers	19
Supervision during all Emergencies	19
All Classrooms	19
AED Location	19
AED Authorized Personnel	20
Coordination of AED use and Emergency Medical Services	20
Medical Oversight	20
AED Maintenance	20
AED Program Records	20
Program Review	21

Reporting and Notification Procedures

Immediate Threat Contact Numbers

Contact 911 as soon as possible if there is an immediate threat to the safety of students, staff or school property.

Joliet Emergency Numbers ----- 911

Police/Sheriff----- 446-1234
Fire/Ambulance----- 962-3581

Tell the dispatcher exactly where services are needed and who and where you are. Arrange someone to meet the emergency personnel, if no danger is present.

Hospitals:

Billings Clinic ----- 657-4000
St. Vincent Hospital ----- 657-7000

If it is necessary to send someone immediately to the hospital by ambulance for serious injury, send a staff member along to act as a liaison. Contact parents and notify them of the arrangements immediately after calling the ambulance. If the injury is of a nature that a call to the parent can be made without causing undue pain or danger, contact parents or guardian for instructions as to hospital preference and/or doctor.

Begin crisis procedures (below) to make contact with an Emergency Management Leader.

Crisis Situation Contact Numbers

Use the list below to make contact with an Emergency Management Leader (EML). Notify the following people in order from 1-5 until a communication contact is made during a crisis. The person will facilitate as the EML.

Emergency Management Team-EMT

- | | | |
|----------------------------------------------------|----------------|--------------|
| 1. Superintendent, 9-12 Principal , Allison Evertz | 962-3541 x 202 | 406-426-8541 |
| 2. K-8 Principal, Clark Begger | 962-3541 x 206 | 406-694-6122 |
| 3. Counselor, Brice Turk | 962-3541 x 204 | 406-591-4860 |
| 4. Safety Chairman, Chad Massar | 962-3541 x 210 | 406-530-4949 |
| 5. Board Chair, Melvin Stene | 962-3109 | 406-598-2025 |
| 6. Fire Chief, Melvin Hoferer | 406-670-8920 | |
| 7. City Maintenance, Charlie Buechler | 406-818-6045 | |
| 8. Facilities Manager, Russ Salo | 406-530-4044 | |
| 9. Asst. Facilities Manager, Dale Limberhand | 406-818-1003 | |
| 10. Carbon County Commissioner, Scott Blain | 406-698-7692 | |
| 11. Josh McQuillan/Sheriff | 406-446-1234 | |
| 12. Bob Reed/Town Officer | 406-818-6349 | |

The emergency management team will headquarter in the Superintendent’s office, or if necessary for safety reasons, at the fire hall.

Communication Team

- | | | |
|---------------------------------------------|----------------|--------------|
| 1. Administrative Assistant, Marlaina Myers | 962-3541 x 201 | 406-861-8588 |
| 2. Secretary, Janet Williams | 962-3541 x 207 | 406-860-7079 |
| 3. Business Manager, Felicia Smith | 962-3541 x 203 | 406-670-4741 |

Decisions and information dissemination will come from the Superintendent or the next person numerically listed on the Emergency Management Team. Please relate all factual and pertinent information to the Superintendent or Emergency Management Team member in command.

Staff will not make any statements to media representatives, but will refer the media to the Superintendent or Management Team member in command. Staff will also protect students from the media representatives who want to use them for publicity sake. School employees should be reminded that what they say could be used at a later date for determination of fault, liability, and negligence.

In the event of a building repair, shutting off utilities or gaining access to all parts of the school building call:

Maintenance Team		
Russ Salo	962-3541 x 208	406-530-4044
Dale Limberhand	962-3541 x 208	406-818-1003

Communication to Staff, Students, and Classroom

Communications or directives will be conducted through:

1. School Intercom System
 - a. In the event an immediate evacuation of an area in the building is required to clear the room.
2. Classroom Telephones
 - a. The phones will be used for specific directions and warnings.
3. Fire Alarm System
 - a. The fire alarm will sound a continuous ringing for immediate evacuation of building caused by fires, explosions, imminent bomb threats, fallen aircraft, and any other emergency situations. Get at least 300 feet from building.
4. REMIND: Text Messages to Teachers Phones
 - a. Members of the EMT can send text messages to teachers' personal cell phones to inform them of specific directions and warnings via REMIND.

Note: It is very important for staff members to keep their classroom phone lines open so that information can be passed to classrooms without delays.

Parent and Community Communications

All pertinent information will be given to the following radio and television stations. Parents and concerned community members are asked to listen to the news releases, and adhere to evacuation directions announced over these media sources rather than tie up our school phone lines or cause logistic problems by coming to school.

Radio Stations

KCTR Cat Country	102.9	248-5665
FM 99 The Mountain	99 FM	446-1199
Y-93 FM	93.3 FM	652-8400
Yellowstone Public Radio		657-2941
KGHL	790 AM	238-1079
KGHL The Wolf	95.5 FM	238-1098

Television Stations

KTVQ Channel 2	252-5611
KURL Channel 8	656-8000

Alternate School Sites:

First Alternate Site:

Joliet Bus Barn – Fire Station

This site will be a temporary assembly site.

Second Alternate Site:

Joliet Community Center 962-9027

This site will be used for extended school evacuations and as the location for picking students up by the parent. Teachers will accompany students to these sites and stay with them until all of the students are picked up.

Parent Release Form (Handbook Sign-off Sheet)

All parents will be required to complete this form. Copies of these forms will be made and stored in the office, community center and fire station. These forms enable students to be released from school authority to parents or parent approved adults during an emergency when the parents are not available to pick up their children.

School Zones (these areas are identified to clarify the location of threats on school grounds)

Zone 1 – Elementary Wing

Zone 2 – Middle School Wing

Zone 3 – High School Wing

Zone 4 – New High School Addition & Gyms

Zone 5 – Playground

Zone 6 – Teacher Parking Lot

Zone 7 – Student Parking Lot

Emergency Announcements and Procedures

Clear Classroom (may be individual room or area)

What:

Clear classroom is used to move students and staff to a specific location inside the building or on campus. The multi-purpose room or new gym will more than likely be used.

When:

When the location of an actual or potential threat is known or when the designated specific location is safe from the threat.

Examples:

1. Potentially violent disturbance is occurring outside the building or in a specific area of the building.
2. Threat is in a room and it is necessary to remove the students from the room – ie. Student having a seizure in the room.

Announcement: (Intercom or verbally in the classroom or area)

“Clear classroom (or Zone) in an orderly fashion and assemble in the multi-purpose room (or new gym).”

Teachers or Supervising Adults

1. Take your class in a calm, orderly fashion to the area designated by the EML.
2. Require the students to apply the buddy system.
3. Follow the most expedient and safe route.
4. Take your grade book or attendance sheet, stay with students, keeping them in a group.
5. Account for all students and remain in designated area until contacted.

Building Evacuations

What:

Building Evacuation is used to get students and staff out of the building or by a route designated by the EML that avoids contact with a potential threat.

When:

The location of a potential threat is known and allowing an evacuation route away from the threat. A gathering place (fire station, football or baseball fields, parking lots) is available and away from the threat.

Examples:

1. Fire
2. A hazardous spill has contaminated one part of the building.

Announcement: (Intercom or fire alarm)

“Evacuate the building in an orderly fashion and assemble at the fire station. Threat is in Zone _____.”

Teachers and Supervising Adults

1. Take your class in a calm, orderly fashion to the area designated by the EML.
2. Take your grade book or attendance sheet, stay with students, keeping them in a group.
3. Require the students to use the buddy system.

4. Follow the most expedient and safe route.
 - (a) Elementary and Junior High primary evacuation is out the exits on the West end of the building, to the lower baseball field, then through the staff parking lot, through the student parking lot, down Main Street, and gathering at the Fire Station. Secondary evacuation is through the exit at the Library, to the Staff Parking Lot, through the student parking lot, down Main Street to the Fire Station.
 - (b) High School primary evacuation is out through either the Library exit or High School Office exit, to the Staff Parking Lot, then through the student parking lot, down Main Street, and gathering at the Fire Station. Secondary evacuation is out the North side of the school through the workroom or classroom windows to the Football Field, then down Main Street, or out the East exits to the Student Parking Lot then down Main Street and gathering at the Fire Station.
 - (c) New High School Addition & Old Gym primary evacuation is out through the exits on the East end of the building, to the Student Parking Lot, then down Main Street and gathering at the Fire Station. Secondary evacuation is either to the Football Field through the New Gym, then down Main Street, or the Staff Parking Lot through the exit in the hallway by the Health Room, then through the student parking lot to Main Street, then to the Fire Station.
5. Account for all students and remain in designated area until contacted.

Lock Down

What:

A Lock Down is building wide. All rooms are secured. It protects staff and students from a threat inside or immediately outside the building when it may be more dangerous to move to a secured room.

When:

A Lock Down is used when it is safer to stay in an area that can be secured than to move through the building, or go outside where the potential threat may be encountered.

Examples:

1. An armed intruder is in the building or vicinity.
2. An altercation in any of the hallways with either students or adults.
3. Search dogs are being used.

Announcement:

“This is a Red/Yellow Level Lock Down! Teachers secure your classrooms and take proper precautions.”

- **Red Level Lock Down:**
Take cover in your classroom. (See #1 below)
- **Yellow Level Lock Down:**
Stay in your classroom and continue teaching.

Specifics for Teachers or Supervising Adults:

1. Teachers bring any student close to your room into your classroom. Lock the classroom door. Pull your shades, turn off the lights and have students sit quietly in a safe place away from the door and windows until the "All Clear" announcement has been made.
2. Check roll, account for all students and add the name of any students that were brought into your classroom & notify the office through text message or email.
3. The administrative staff will check and secure all bathrooms. If students are in those rooms they will be taken to the closest secure classroom and kept there until the situation is over.
4. If an emergency occurs during lunch or recess, students will be taken to the nearest safe area: the gym, multipurpose room or bus/fire station. The EML will make a decision on whether to bring students into the building or move them off campus. If the students are moved off campus, teachers need to call the communication team when they reach their location. The teachers and staff on lunch/recess duty will remain with the students until the situation is secure. Students who are in the classroom or multi-purpose room during lunch will be kept there until the "All Clear" announcement is made.
5. The "All Clear" announcement will be made only by the Emergency Management Leader.
6. Keep your phone lines open
7. The Management Team Leader will call 911.

Crisis Procedures

Active Shooter

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Procedures for Teachers

1. RUN

If there is an accessible escape path, attempt to evacuate the premises.

- Don't freeze
- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where active shooter may be
- Run in a zig-zag pattern
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Do not trap yourself or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

Take action against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Commit to your actions

Possible Emergency Management Team Actions to Consider:

1. **Make sure 911 has been called**

Bomb Threat, Bomb or Suspicious Device

A fire alarm evacuation or a building evacuation will be used. Make sure students move quickly and orderly at least 300 feet from the building. Building evacuation will be to the fire station.

Procedures for Teachers

1. Take your class and leave in an orderly fashion to designated area. Leave everything unchanged in your classroom (lights, doors, etc.)

2. Look for any suspicious devices or items on your way out of the building. Report the items to the Emergency Management Leader.
3. Take your grade book or attendance sheet and account for all students.
4. Do not use cell phones or two way radios.
5. The EML will notify law enforcement and the fire department. The Emergency Management Team will also make the decision whether to evacuate and determine when it is safe to re-enter the building.

Possible Emergency Management Team Actions to Consider:

2. Having students remain in classroom while a reasonable search is being made.
3. Clearing students from the building until all or part of the building can be searched.
4. Sending students home if an explosive device is found or a more thorough search is necessary.

Fire or Explosion

Procedures for Teachers

1. If fire or explosion is in your area, pull the nearest fire alarm.
2. Evacuate students to a safe area at least 300 feet from the building.
3. Take your grade book for attendance to the safe area.
4. Shut off lights and electrical devices, if possible.
5. Stay calm; remain with your students until the "All Clear" is given.
6. If a student or staff member's clothing catches on fire do not allow him or her to run. Running will fan the fire. Use the Stop, Drop, and Roll technique to extinguish a fire related to clothing. If you have a wrapping (coat, rug, curtain, etc.) try to smother the fire by wrapping the fabric around the victim.

Dangerous Person on Campus/Terrorism

A dangerous person could be someone with a legitimate purpose on campus (student, staff, faculty, authorized visitor) or an unauthorized visitor.

Procedures for Teachers

1. To reduce the possibility of a dangerous person on campus, direct all strangers or visitors to the school office.
2. Notify the Communication Team, Principal or Superintendent of any suspicious person or behavior.
3. Report any suspected or actual weapons or serious altercations to the Emergency Management Leader immediately.
4. If the dangerous person is not in your room, follow emergency procedure instructions from the Emergency Management Team.
5. If the dangerous person is in your classroom:
 - a. Stay Calm.
 - b. Talk Softly.

- c. No quick movements.
 - d. Try to get the person out of your room. Do NOT provoke an armed person in any way.
 - e. Try to bargain to allow students to clear the room.
 - f. Use your judgment. Acknowledge the person's concern.
6. If at recess or outside the building, go immediately to the closest safe cover. In the event of a sniper, do not lie down in open areas. Run to the closest safe cover.
 7. Teachers, stay with your students and keep them together. Account for all students and remain in the area where your students gather.

Abduction

Procedures for Teachers

1. Call 911.
2. Note the person's appearance and any other information (voice, clothing, vehicle, plate number, etc.)
3. Report child napping or attempted child napping to the Communication Team immediately.
4. The Communication Team will relay the message to the Emergency Management Leader. The EML will contact the parents.
5. Treat a problem between parents as their problem rather than the school's problem. Explain that your responsibility is to look after the child while at school.

Post-Intervention

1. Contact School Counselor to provide individual or group counseling for the classroom.
2. Prepare students to be supportive for when their classmate returns.

Reporting Strangers on Campus

Students, staff or parents need to notify the Communication Team if they have any concerns about a stranger loitering on or near school property or following students between home and school.

Procedures for Teachers

1. Do not hesitate to call 911, if at any time people refuse to comply with your directives.
2. If you have any questions, call the Communication Team or an Emergency Management Team Leader.

Civil Disturbance

A public or student demonstration on school grounds that has the potential to:

1. Disrupt school activities.
2. Cause injury to staff and students.
3. Damage property.

Procedures for Teachers

1. Notify Emergency Management Leader about the situation. The person in command will issue the directed action over the intercom.
2. Account for all students and remain in your assigned area until the all clear has been issued.

Tip: Have a camera, tape recorder or camcorder available to document the disturbance and to help in identifying participants.

Suggested Procedures for Emergency Management Team

1. Announcement to participants in the Civil Disorder:
"I am _____ (Name and title). I am speaking under the authority vested in me by the Joliet Public Schools. You are on school grounds without permission. As trespassers, you are subject to possible arrest, if you do not leave. I am asking you to leave the premises immediately. If you do not leave immediately, I will ask law enforcement authorities to take appropriate action.

Suicide Threat or Attempt

Procedures for Teachers

1. Protect students from witnessing a traumatic event. Issue, "Clear the Room" to remove students from the scene. Make sure an adult can supervise students in the destination area.
2. Do not leave the suicidal person alone.
3. Contact the Emergency Management Team as soon as possible.
4. Provide the person's name if known.

Procedures for Emergency Management Leader

1. Contact School Counselor
2. Contact Parents
3. School Counselor to arrange for post-trauma crisis.

On Campus Death, Serious Injury, or Medical Condition

Procedures for Teachers

1. Call 911, and then inform the Emergency Management Leader.
2. The EML will issue the appropriate emergency procedure to ensure that students are not unnecessarily exposed to trauma.
3. If the death or injury is the result of aggressive behavior by a student or intruder, protection of students becomes the staff's number one priority.
4. Clear the room in the situation it is in your classroom. Rejoin your students as soon as possible. Account for all students and remain with them until contacted.
5. NEVER assume someone is dead until certified by appropriate medical personnel.

Emergency Management Team Procedures

1. Communication Team to contact the staff for a faculty meeting prior to the school day.
2. The School Counselor will lead the faculty meeting to establish post-intervention action plans.

Death or Serious Illness of Students, Extended Family or Staff

Contact the Emergency Management Leader in the event there is a student, family member or staff who has a serious illness or has died.

Procedures for Teachers

1. Provide only accurate information to dispel rumors.
2. Answer all questions but do not give unnecessary information.
3. Give permission for a range of emotions.
4. Model an appropriate response.
5. Refer students to the School Counselor who need additional attention.
6. Set aside the curriculum as needed.
7. Prepare students to be supportive when their classmates or teacher returns to school.
8. Make a plan with the student so he/she may leave when upset.
9. Send a parent letter home with students. (See sample at the end of the document.)

Emergency Management Team Procedures

1. Get the facts! Emergency Management Leader to contact the family to verify information.
 - a. Suggested phone call: "I've heard some distressing news. I am calling to find out how we (at the school) can best help you and to decide what information to give to the students and staff."
2. Communication Team to contact the staff for faculty meeting prior to the school day.
3. The School Counselor will lead the faculty meeting to established post-intervention action plans.

If the death is a suicide

1. Do not dismiss school or encourage funeral attendance during school hours.
2. Do not dedicate a memorial to the deceased.
3. Do not have a large school assembly.
4. Give the facts and discuss prevention.
5. Encourage individual and group counseling.
6. Emphasize that no one is to blame.
7. Contact the family of the deceased.

Sudden Death Crisis Policy

This plan will go into effect when a death occurs that will significantly impact a portion of the Joliet School body. A member of the "school family" will usually be a student or employee of the Joliet School.

The Emergency Management Team will be notified immediately and the procedures for a sudden death crisis will be implemented immediately. The Emergency Management Team will immediately form the Joliet Crisis Team which will consist of the Superintendent, Principals, Counselors, and a classroom teacher. Our support personnel will be called in, as needed. The superintendent will be in charge, with the principal as the alternate.

The following procedure will be followed by the District:

1. Person in charge contacted.
2. Notification begins
3. Initial Crisis Team Meeting
4. Implementation Plan
5. Follow-up Crisis Team Meeting
6. Implement Follow-up Plan

Notification Procedures:

1. A brief presentation of the facts. State only the facts that are available and verified at the time of conversation. Protect family and victim confidentiality at all times during this process.
2. Crisis Team meeting time and place.
3. School faculty/staff meeting time and place.
4. Board member notification.

Team Procedures:

1. Superintendent: After informed of death, start notification process, gather facts, and schedule the initial Crisis Team meeting.
2. Principal: Begin the Joliet Emergency Calling Tree.
3. Classroom teacher: In the elementary, the classroom teacher is on the Crisis Team. In grades 7-12, a teacher is chosen who may have a special relationship with the student.
4. Counselors: The counselors will notify the proper and needed outside agencies upon completion of the initial Crisis Team meeting. They will also provide any one-on-one guidance to the school body.

Crisis Team Agenda to be Followed:

1. Presentation and discussion of facts.
2. Prepare initial announcement for faculty and students.
3. Plan time and place for the faculty and staff meeting.
4. Give announcement to faculty and remind teachers to complete Risk List in the back of this manual.
5. Have teachers read prepared announcement to classes.
6. Collect Risk Lists from faculty.
7. Determine numbers of traumatized students and faculty members.
8. Determine counseling areas, student support and gathering areas, and time to be alone areas.
9. Assign students to help areas.

10. Prepare an after school support services list and make it available to parents, faculty, students and other interested persons .
11. Determine dismissal times, next day schedule.
12. Determine other needs (e.g., mental health, cooperative psychiatric, ministerial, how to deal with media)
13. Discuss the need for specific group meetings (e.g. parents, special classes, EMT's, friend of deceased.)
14. Plan a time and place for end of day faculty meeting.
15. Schedule follow-up Crisis Team meeting.

Follow-up Crisis Meeting Agenda to be followed:

1. Discuss/Evaluate initial crisis intervention plan, paying attention to the targeted students, faculty and community members.
2. Determine family's wishes/needs (e.g. memorials, ways to assist)
3. Determine funeral and memorial plans
 - a. The school as a unit will send flowers, card, and \$50 to the family as official condolences.
 - b. The class may show remembrance with its own activities (pictures, poems, stories, display, etc.) This would be decided on an individual class basis by each group dependent on age level, etc.
4. Arrange with parent groups and others for substitute teachers during the funeral services.
5. Establish communication network for after school hours (i.e., Crisis Team member's itineraries, phone numbers)
6. Assign duties (e.g. phone calls to experts, legal persons, support personnel)
7. Plan for the next day (use Initial Crisis Team Meeting Agenda)
8. Check status of each Crisis Team Member.

Referral of Traumatized Individuals Procedures:

1. Identify traumatized students in your class and assure them that help is on its way.
2. List names of traumatized students on the attached referral sheet or plain sheet of paper.
3. Present list to Crisis Team Member when requested.
4. Release traumatized students to Crisis Team Member.
5. Continue to refer students, faculty members, or others in need of help.

**Severe Weather Conditions,
Tornado or Flood While School is in Session**

During severe weather conditions or the threat of severe weather conditions, the Emergency Management Leader will notify the Communication Team that it is unsafe for students:

1. To remain in school until the normal dismissal time or
2. To go home at the usual dismissal time.

Early dismissal:

The EML will issue a media release (refer to page 3 of this manual for radio and Television stations to be contacted). The Emergency Management Leader will determine if the method each student will use to get home is safe and reliable. If it is not, the communication team will account for all students by keeping a record of how and when they left school.

Remain in School:

Arrangements for special requirements, such as serving meals or snacks, providing sleeping arrangements or planning recreational activities will need to be carried out by the staff.

Procedures for Teachers and Emergency Management Team

1. Students and staff should be directed to the safest place in the building, i.e., interior walls, lower floors, and basements.
2. During severe windstorms, avoid proximity to windows and areas exposed to the windward force of the storm. Get beneath heavy furniture, otherwise lay face down, head covered, along the wall of an interior hallway. Avoid gyms, and other areas with wide free span roofs.

Earthquakes**Procedures for Teachers****If inside:**

1. Don't Panic. If you are protected from falling objects, the rolling motion of the earth is frightening but not dangerous.
2. To protect from falling objects, take cover in the following manner.
 - a. Get beneath a desk, table or bench; if possible, cover your head with a coat or other clothing to minimize injury.
 - b. If no cover is available, crouch against an inside wall and cover your head. Stay away from outside walls, windows, or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put. Take the best cover. Do not attempt to run through the building or outside doors or walls. If in a bathroom or other room with no desks or furniture, get against an inside wall or inside a doorway and crouch.
5. Stay covered until given the "All Clear".

If Outside:

1. Move quickly away from the building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take role count of students and report to Emergency Management Leader as soon as it is safe.
4. Do not attempt to enter the building until authorized.
5. Do not touch fallen wires.
6. Be alert for instructions from Emergency Management Leader.

Hazardous Material Incident

When hazardous materials contaminate the environment, whether on campus or in the surrounding community

Possible Emergency Management Team Actions to Consider:

1. Protect students and staff by sealing them off from the contaminant with a lock down announcement.
2. Evacuate the building to the bus barn/fire hall. Maintenance should turn off the ventilation system in the affected areas. Close all windows and doors. Seal off gaps around windows and doors.
3. Keep a list of students and staff who were evacuated and hospitalized.

Electrical Outage

Procedures for Teachers

1. Remain where you are when the power went out or return to your assigned classroom or work area and remain there until directed to do otherwise.
2. Account for all students
3. Maintenance will determine why the power is out and plan accordingly. Outage as a result of electrical problems may require an evacuation.

Supervision during all Emergencies

1. Teachers will use grade books and attendance rosters and account for their student's attendance during the ENTIRE time of the crisis.
2. Teachers will remain with their group of students until notified that the emergency situation has ended. Only members of the Emergency Team will give the order for the situation to be over.

All Classrooms

All Classrooms are required to have the following items in the room:

1. First Aid Kit
2. Flashlight

Automated External Defibrillator (AED) Program

Joliet School District

The Joliet School District AED Program is established to provide the availability of early defibrillation to victims of cardiac emergencies by trained responders.

AED Location

Currently, the AED unit is at the following location:

1. New Gym Lobby located by the front doors on wall by men's restroom.
2. Left of the Central Office Window

AED Authorized Personnel

When/if needed, the AED will be taken from the location listed above by a trained Joliet School District employee. Only the following personnel are trained and authorized by the Joliet School District to use an AED:

1. Russ Salo
2. Dale Limberhand
3. Brice Turk
4. Chad Massar

All AED responders will be initially certified and shall maintain current certification in a program through a nationally recognized training organization such as the American Heart Association or the American Red Cross in CPR and the use of an AED.

Coordination of AED use and Emergency Medical Services

Whenever a situation arises that could require the use of an AED, Emergency Medical Services will be contacted immediately via phone: 911. Upon the 911 call the dispatcher will be informed where the medical event is, who is responding and the use of an AED is planned.

Joliet School District has provided the following to all licensed emergency medical services and any public safety answering point or emergency dispatch center providing services to the District where the AED is located:

1. A copy of this plan
2. Written notice stating that:
 - a. An AED program is established
 - b. where the AED is located
 - c. how the use of the AED is to be coordinated with the local EMS system.

Medical Oversight

Medical oversight of this AED program is under the direction of Joliet EMS system.

AED Maintenance

The AED will be tested and maintained annually by the Joliet School District Maintenance Department at the beginning of each school year following the manufacturer's specifications.

AED Program Records

Written records will be maintained on all situations that require the use of an AED. These situations will be reviewed with the program medical director within twenty-four hours to ensure proper use and response. Furthermore, written records will be kept on all testing, maintenance and training.

Program Review

This program will be reviewed annually to ensure training certifications are maintained, that all required testing and inspections have been completed and documented and to review any possible changes to the program.

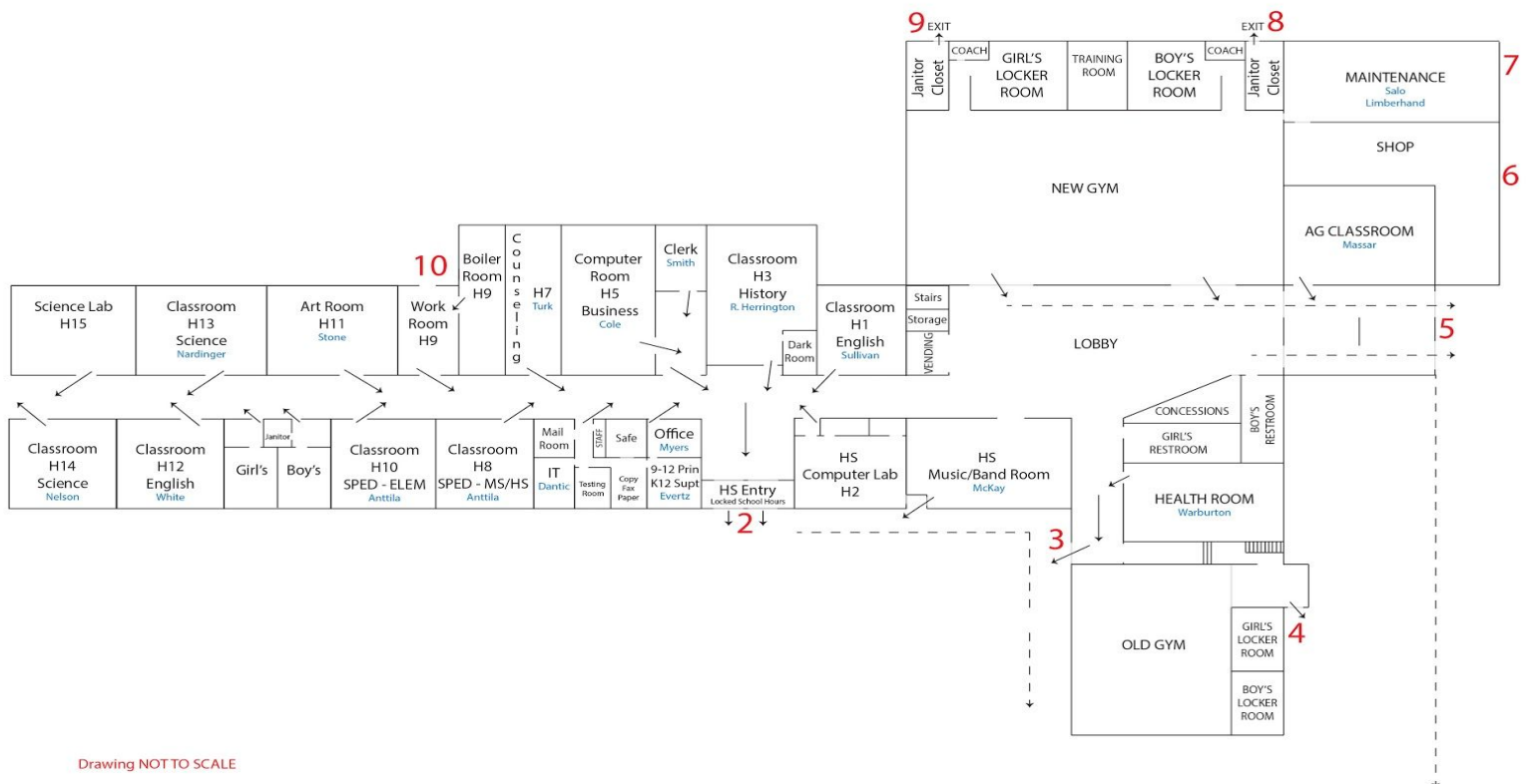
Liability Limitations for Using the AED

50-6-503 (1) states “An individual who provides emergency care or treatment by using an AED in compliance with this part and rules adopted by the department pursuant to 50-6-503 and an individual providing cardiopulmonary resuscitation to an individual upon whom an AED is or may be used are results from that care or treatment or from civil liability as a result of any act or failure to act in providing or arranging further medical treatment for the individual upon whom the AED was used unless the individual using the AED or the person providing cardiopulmonary resuscitation, as applicable, acts with gross negligence or with willful or with wanton disregard for the care of the person upon whom the AED is or may be used.”

**Gross negligence is a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.*

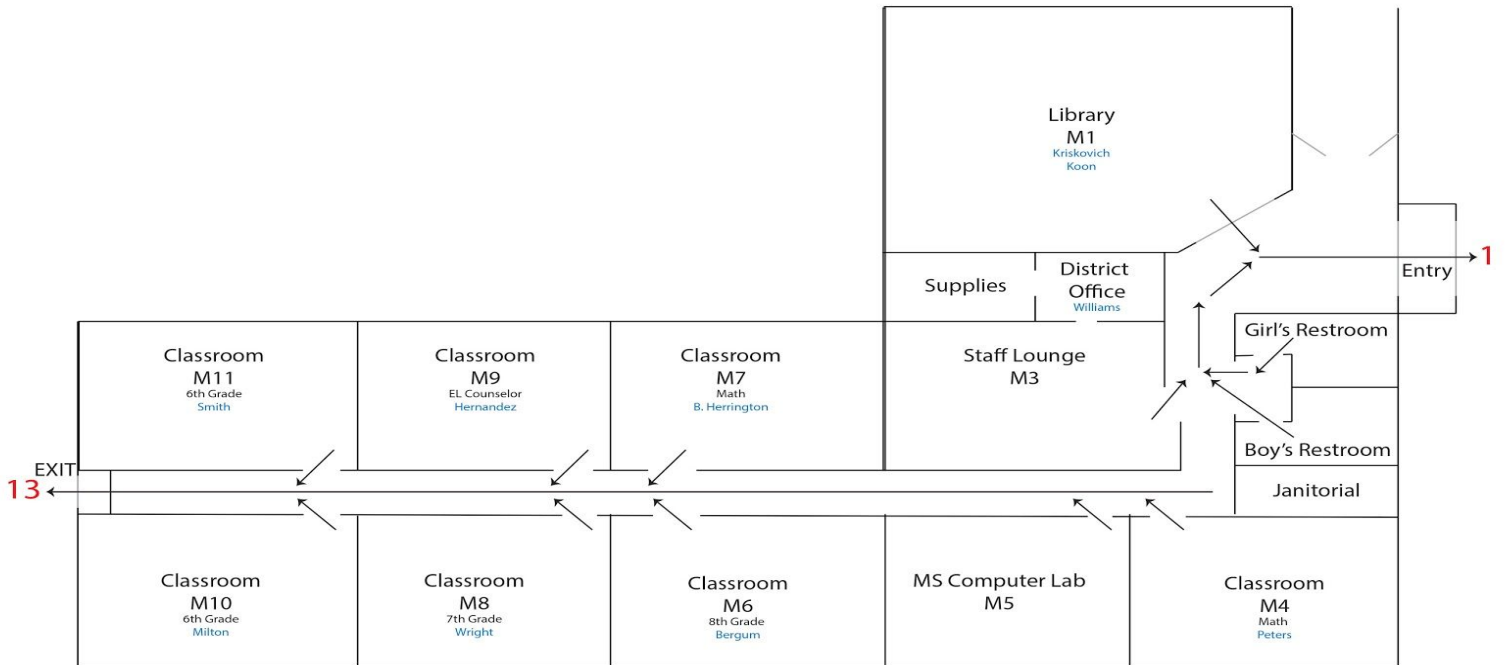
**Wanton disregard is an overwhelming lack of care for the rights or well-being of another.*

High School Floor Plan and Fire Evacuation 2019/20



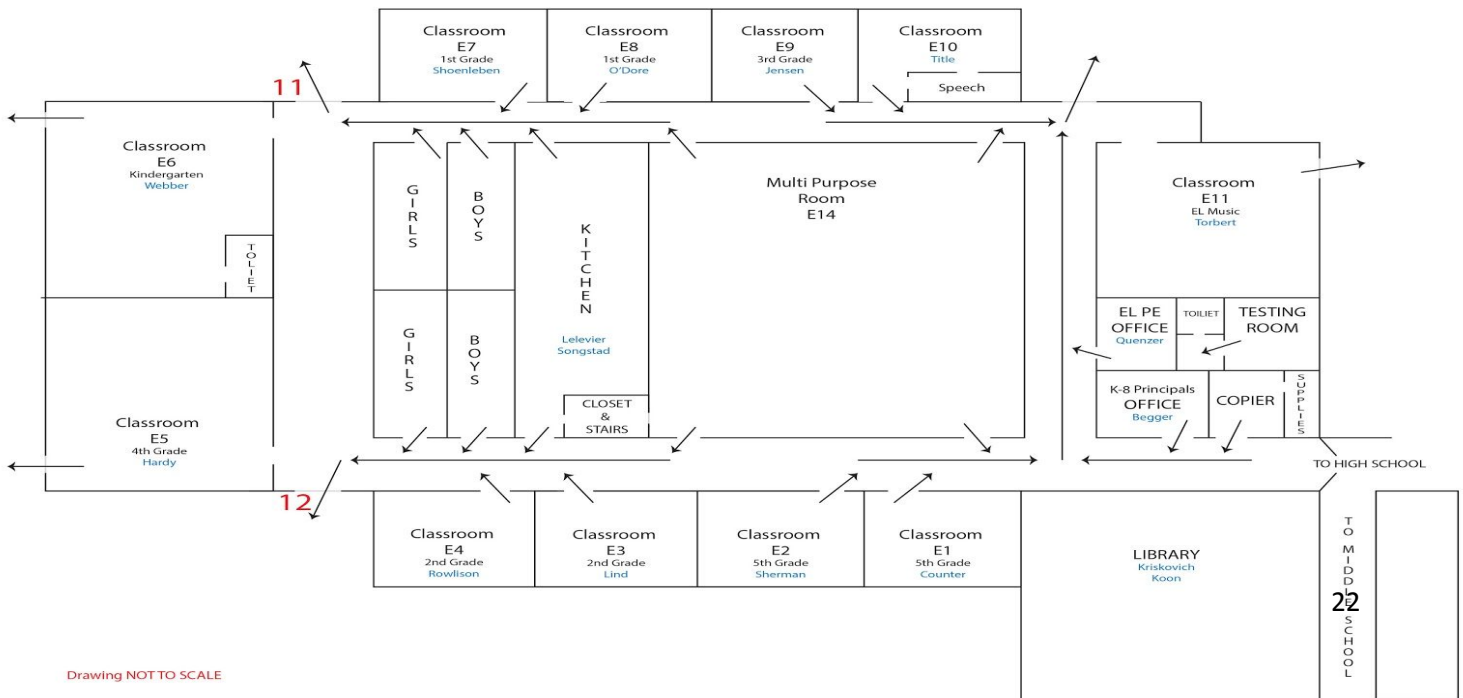
Drawing NOT TO SCALE

Middle School Floor Plan and Fire Evacuation 2019/20



Drawing NOT TO SCALE

Elementary Floor Plan and Fire Evacuation 2019/20



Drawing NOT TO SCALE