



The PATH School

2025– 2026
School Safety Plan

Tia Taylor and Christopher Anderson - Principal
IPS Police – Dial 226-4633 EMERGENCY – Dial 911 IPS Crisis Team – Dial 317-407-1038

School Demographics

Name of School: **The PATH School**

Address: **653 N. Somerset Avenue**

City, State, Zip: **Indianapolis, IN 46222**

School website address: www.thepathschool.org

Principal: **Tia Taylor, Christopher Anderson**

Fax Number: **317-226-3393**

Telephone Number: **317-226-4267**

Nearest fire station location: **1410 N. Lynhurst Drive, Indianapolis, IN 46224**

Neighboring school's name, phone number and principal's cell number: **Matchbook Learning #63, 317-226-4263, Principal Dr. Swann**

Teacher in Charge in Principal's Absence: **Christopher Anderson, Assistant Principal**

Size of School

Number of Floors: 2
Number of Exits: 10

Number of buildings: **1**

Water retention pond on the site?: **No**

After-Hours Contacts

NAME/TITLE	PHONE NUMBER(S)
IPS Police, Superintendent Contact	317-226-4633
Alicia Hervey, Executive Director	603-886-6042
Tia Taylor, Principal	317-496-8110
Joann Nelson, Head Custodian	317-909-1973

Number of Staff

Designation	# of Employees	Designation	# of Employees
Administrators	10	School Food Services	2
Clerical	3	Custodial	4
Certified	21	Bus Drivers	
Non-Certified	26	Other	
Total Number of Staff in Building: 64			

Shelter Information

Is this an approved Red Cross Shelter?	☐ Yes ☒ No
Does this school have special needs capacity?	☐ Yes X ☐ No
What is the shelter capacity of this school?	800
Emergency Kit Locations?	Main Office
First Aid Kit Locations?	Nurse's Clinic, Main Office, Principal Office, Operations Office

Sections 1 & 2:

Mitigation and Preparedness Documents

The PATH School

School Safety Committee:

- Alicia Hervey, Executive Director
- Tia Taylor, Principal
- Joann Nelson, Head Custodian
- Charisse McGill, Operations Specialist
- Christopher Anderson, Principal
- Theodore Brannum, Chief Operations Officer
- Christopher Henderson, Operations Manager

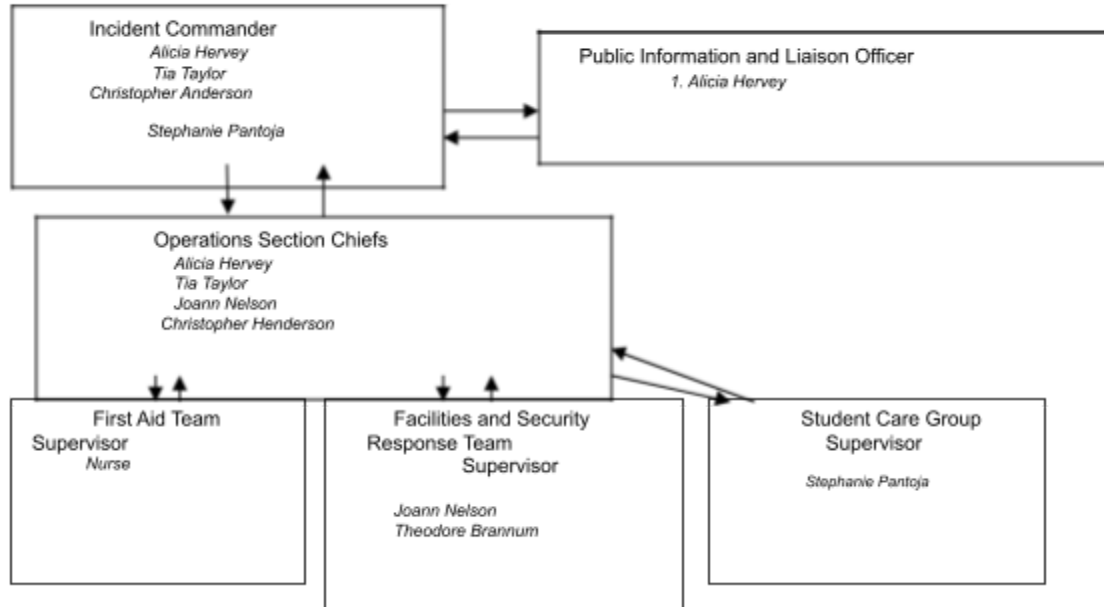
Planning Meetings for CFI Safety Plans:

- **September 2025:** Discuss first round of safety drills, changes that need to be made
- **October 2025:** Building Walkthrough, update plan if needed
- **November 2025:** Topic to be determined
- **December 2025:** No meeting
- **January 2026:** Review drill schedule and procedures, discuss any safety concerns for the building, amend plan if needed
- **February 2026:** Topic to be determined
- **March 2026:** No meeting
- **April 2026:** Review end of the year drills, begin revising safety plan for next year
- **May 2026:** Finish revising safety plan for next year
- **June 2026:** Safety coordinator finalizes safety plan for next year

The PATH School Safety Plan Committee meets monthly and or holds additional meetings, as needed.

Plan for Training of Staff:

- The staff will receive an orientation at the beginning of each school year in a staff meeting.
- The staff will be trained in the implementation of the plan at the beginning of the year in a staff meeting.
- The staff will have a review session of the plan one additional time each year beyond the initial training and orientation.
- New staff will be trained as needed.
- The crisis response management team will conduct tabletop drills at the beginning of the year and at the semester.
- The district provides opportunities for staff to participate in training for CPR, non-violent crisis intervention, first aid, and universal precautions.



Incident Command:

<u>First Aid Team</u>	<u>Search and Rescue Team</u>	<u>Crisis</u>	<u>Student</u>	<u>Evacuation</u> /
Stephanie Lewna	Michael Montgomery Brian Daniels	<u>Intervention Team</u> (See list below*)	<u>Release Team</u> Pam Arias Iris Blacno Cory Graham Christopher Smith	<u>Shelter/Care</u> Luisa Alejos Stephanie Pantoja Meredith Brooks

Emergency Management Response Team - responds to incidents described within school's emergency preparedness plan:

- Alicia Hervey, Executive Director
- Joann Nelson, Head Custodian
- Tia Taylor, Principal
- Christopher Henderson, Operations, Manager
- Stephanie Lewna, Shalom

***Crisis Intervention Team** – Individuals trained to respond to incidents in which student lacks control; trained in CPI Nonviolent Crisis Intervention Training:

- Jonathan Rojas, Human Services
- Jacinda Devance, Director of Exceptional Learner Service
- Willie Neal, Cultural Specialist

Emergency Management Response Team Responsibilities:

Incident Commander	Take command. Size up the situation and make rapid decisions. Communicate clear directions to Operations Chief and Public Information/Liaison Officer. Assess the effectiveness of tactics/strategies. Modify plans as necessary. Motivate responders. Balance response initiatives with safety concerns.
Public Information and Liaison Officer	Authority as designated spokesperson with internal and external groups. Represent the concerns and needs of all parties involved in a response.
Operations Section Chief	Communicate with the Incident Commander. Size up the situation and make rapid decisions. Communicate clear directions to team supervisors. Assess the effectiveness of tactics/strategies. Modify plans as necessary. Motivate responders. Balance response initiatives with safety concerns.
First Aid Team Supervisor	Supervise and direct the First Aid Team.
First Aid Team	Triage and treatment of victims. Set up a first aid area. Assess and treat injuries.
Facilities and Security Response Team Supervisor	Assess risk and develop safety measures. Locate all utilities and turn them off if necessary, or lead officials to them. Secure and isolate fire/HazMat. Assess and notify officials of fire/HazMat. Conduct perimeter control. Mark unsafe areas.
Search and Rescue Team	Ensure that all students and staff evacuate the building or, if unsafe to move, that their locations are documented for professional responders Obtain injury and missing student reports from teachers
Student Care Group Supervisor	Supervise and Direct Crisis Intervention Team, Student Release Team, and Evacuation/Shelter/Care Team.
Crisis Intervention Team	Assist students and school personnel who are unable to cope with the fears and psychological trauma associated with emergencies and disasters. This includes: Assessing the need for onsite mental health support. Determine need for outside agency assistance. Provide onsite intervention/counseling. Monitor well-being of the school emergency team, staff, and students and report all findings to the Operations Section Chief.
Student Release Team	<u>Reunification</u> – getting students reunited with parents or guardians in an efficient and orderly manner. Set up a secure reunion area. Check student emergency cards for authorized release. Complete release logs. Coordinate with the Public Information Office on external messages.
Evacuation/Shelter/Care Team	Account for the whereabouts of all students, staff, and volunteers. Set up a secure assembly area. Manage sheltering and sanitation operations. Manage student feeding and hydration.

	Coordination with the Student Release Team.
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Drill Schedule

Each school is **REQUIRED** to conduct a series of drills during the school year. The drill schedule allows for flexibility among individual schools. Before the start of school, each school will submit a Drill Schedule. After each drill, each school's administrator or designee will complete a drill evaluation form and return it promptly to the Director of School Safety.

Fire

The State of Indiana requires each school to conduct at least one **fire drill** within the first ten days of school. Indiana law requires that K12 schools complete **monthly fire drills each school year and an additional fire drill during the summer if summer school is conducted.**

The IPS requires that fire drills address possible emergency situations such as the primary evacuation route being blocked, a teacher detecting a fire and pulling the fire alarm, and a fire during lunch or other event during the school day.

Upon completion of a fire drill: Complete the Drill Evaluation Form located in the Appendix of this document.

Month	Scenario
Preplanning August	
August	General Fire Drill [†]
September	Active Shooter Drill
October	Fire Drill/Earthquake Drill
November	Active Shooter Drill
December	General Fire Drill ⁼ with person down simulation
January	Active Shooter Drill
February	General Fire Drill
March	Tornado Drill
April	General Fire Drill [†]
May	General Fire Drill
June	General Fire Drill

[†]**General Fire Drill:** General evacuation procedures are used. *Primary evacuation route is assessed.*

^{*}**Blocked Access:** General evacuation procedures are used; however, the primary evacuation route is blocked so students/staff must choose an alternate route. *Alternate evacuation routes are assessed.*

^{**}**Staff Pull:** An administrator prompts a teacher or support staff member in the building to pull the fire alarm. *Primary evacuation route is assessed, fire alarm pull is tested, and teachers are empowered.*

^{***}**Alternate Route:** Everyone evacuates using their alternate evacuation route. *Alternate evacuation routes are assessed.*

^{*}**Surprise Drill:** No Teachers and/or Staff are notified that a drill is to take place. (This is especially important so we can test how special needs students will be evacuated.) *Primary or Alternate evacuation route is assessed, teachers' response in emergency is appraised, special education/ special needs response is evaluated.*

Lockdown

Total Lockdown. Students and staff are secured in classrooms, all exterior doors and main interior doors are locked, instruction continues as normal.

Complete *three* **Total Lockdown** drills per school year; 1 drill must be an Armed Intruder Drill.

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time

Reverse Evacuation/Lockdown (A reverse Evacuation combined with a Total Lockdown drill) Bring students from OUTSIDE the school building INSIDE the school building and then immediately going into an Emergency Lockdown.

Conduct *one* **Reverse Evacuation/Total Lockdown** drill per school year.

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time

Bomb Threat or Other Non-Fire Emergency

Evacuation procedures are tested. A sweep of each classroom occurs as well as a sweep of the school building and evacuation routes and sites.

Conduct *one* **Bomb Threat** drill per school year **when students are not present**.

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time

Tornado/Severe Weather

To be used in the event of a Tornado or other severe weather warning.

Seek cover/shelter away from glass doors and windows. Cover your face and hands, keep your head down.

Conduct *at least one* **Tornado/Severe Weather** drills per semester.

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time

Shelter-in-Place

To be used in the event of a Chemical, Biological, or Radiological attack or incident. (A hazmat incident).

Administration will instruct teachers/staff as to how to respond. May include closing vents, sealing windows and doors, **simulate** shutting off ventilation system – Heating HVAC

Conduct *one* **Shelter-in-Place** drill per school year.

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time

Earthquake Drill

Every IPS school building is required to perform one “Shake Out “Earthquake Drill each year

Month	Day/Date	Scenario/Combination Drill (yes/no)	Time

Drill Evaluation

After each drill, the director of operations or designee should complete a **brief** After-Action report within one-day of the drill. This report can be in the form of an email sent to the principals and then to administrative associates. In the event of a “real” crisis, please complete an After-Action report as well.

The After-Action report should answer the following questions:

1. What type of drill (brief description)?
2. How long did it last?
3. Who initiated the drill?
4. Was it combined with another drill?
5. How did students/staff respond?
6. Any lessons learned?
7. What did you do well?
8. What could be improved for next time?

AED

Federal regulations require that all AEDs be placed in a location with public access inside the building. This means that all AEDs are readily accessible at all times when the building is occupied.

In addition, the IPS Response Team requires that at least one AED is transported to evacuation or shelter sites during all emergency drills or actual emergency situations.

AED is located on the first floor’s atrium by door #9 and the Clinic. It is on the wall in a secured box.

Sections 3:

Response Documents

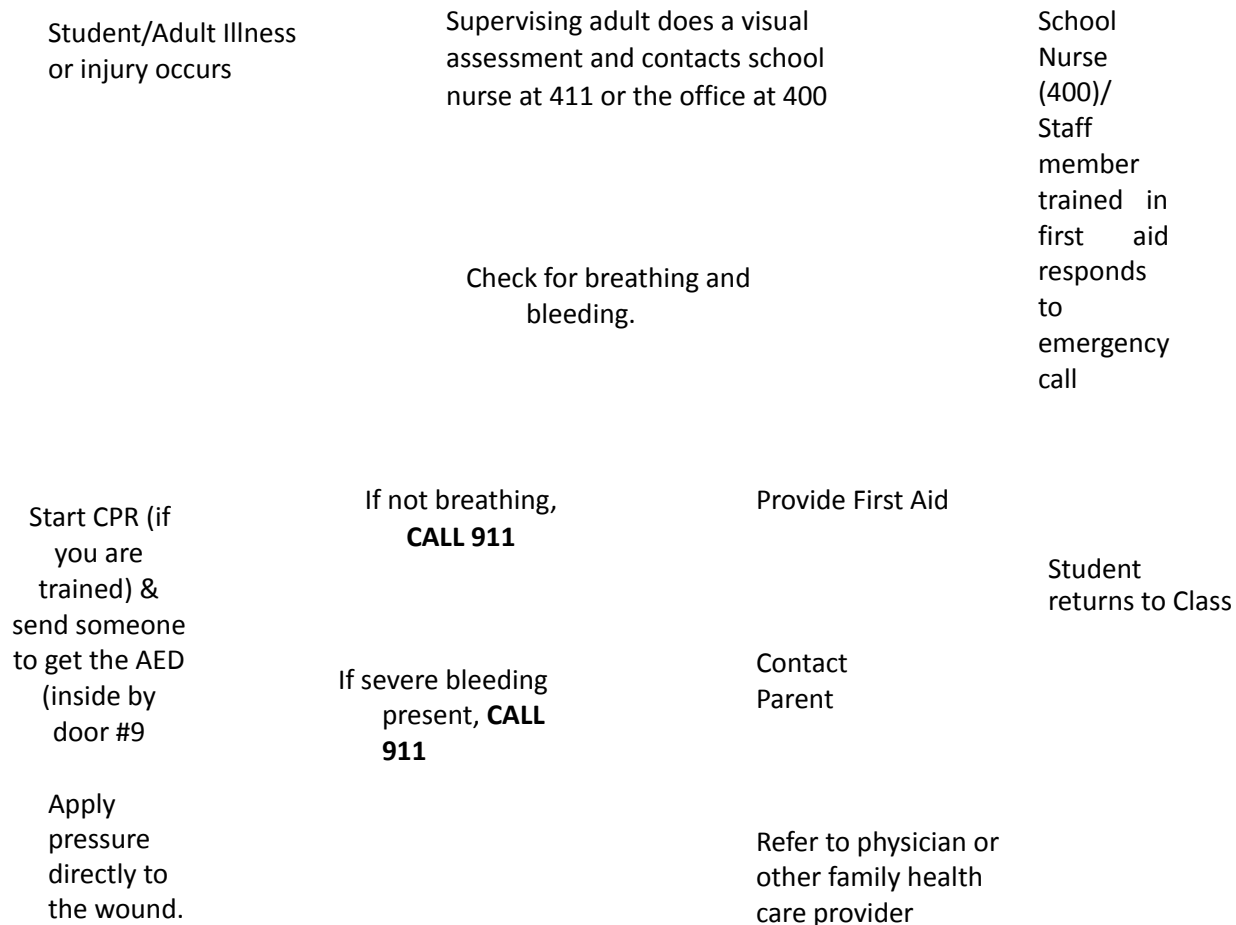
Classroom Emergency Response Procedures

<u>TOTAL LOCK DOWN</u> An instruction to go to a Total Lock Down would normally come to staff from school police or IMPD, but it might be initiated by an administrator if there were imminent danger to your staff, students, or even by a teacher or a staff member if they saw someone waving a gun, for instance or some other imminent threat to personal safety.	<u>LIMITED LOCK DOWN</u> A Limited Lock Down might be initiated by school police or IMPD if there were an incident in the community that might remotely present some danger to the school, or more likely by an administrator if there were a danger occurring at the school such as rumors of outsiders coming to the building to make trouble.	<u>RESTRICTED AREA</u> A Restricted Area may be announced along with the location by a school administrator when there is an incident occurring that calls for privacy, such as a student being escorted off the property by police; or if there is a situation that could signal danger, such as an angry visitor or a student disturbance or fight.	<u>SHELTER IN PLACE;</u> You might get a call from the fire department of IPS School Police advising you to "Shelter in Place." It means that a chemical leak has taken place in the neighborhood that may put your staff at risk of inhaling harmful fumes. The danger is imminent and there is no time to evacuate to another school.
<u>Procedure:</u> 1. Announce a total lock down and if it is school initiated, notify school police and IMPD (9-911) of the situation. District leadership is contacted. Incident command is put in place. 2. All outside doors are locked and no one leaves or enters. 3. Teachers lock classroom doors and move children to the back of the room away from the windows; do not close blinds unless directed to do so. Keep children and yourself out of sight of any threatening person. Keep children calm and quiet and await more announcements. 4. Teachers, keep your laptop and/or call phone and maintain communication via email. Teachers do not call the office unless you have pertinent information about the incident. 5. Teachers make a list of all students present and those	<u>Procedure:</u> 1. An administrator announces a Limited Lock Down and notifies school police and the elementary division. (Incident command is put in place.) 2. All outside doors are locked. 3. Teachers lock their doors, remain alert for any suspicious activity and continue with teaching and regular classroom activities, but students do not leave the room. If a staff member observes any dangerous or suspicious actions in the hallway or on the property, he/she should alert the office immediately. 4. Teacher notes who is present and who is not in the room that should be. Await further instructions	<u>Procedure:</u> 1. An administrator announces that we have a restricted area and gives the location. 2. Students and staff are to remain away from the restricted area with no visibility to the area. 3. Teachers continue with classes as usual but no one is allowed in the area of restriction. 4. An "all clear" will be announced when the restriction is lifted.	<u>Procedure:</u> 1. An administrator announces Shelter in Place and activates incident command. 2. Custodian will shut down the HVAC (air handler) as quickly as possible. Others should know how to do this in case he is absent. All windows and doors should be shut. 3. All staff and students are brought in from outside immediately (reverse evacuation). 4. Teachers and students go inside classrooms and close all windows and doors. Take attendance. Stay together and wait for further announcements. 5. Administrator announces "all clear" when word is

who should be in the room and are not (at speech therapy, in the restroom, etc.) 6. Everyone waits for the principal or incident commander to give the "all clear," meaning that the incident is over.	from the office. 5. An administrator will announce "all clear" when the danger is over.		given by the fire department or school police that the danger is past.
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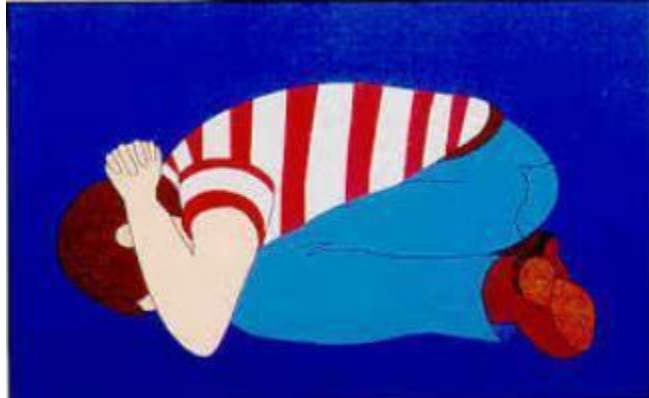
EARTHQUAKE - Everyone must "duck and cover" under a desk to avoid falling debris.

Emergency Care Flow Chart – Student Illness or Injury Occurring at School



Severe Weather Plan

In the event of a tornado drill, students will proceed to their assigned location (see below). Students will sit/kneel facing the wall with he/her hands over the back of her/his head and neck, tucked into a ball. See illustration. Please see the directions on the next page for each classroom location.



Earthquake Drill Procedures



DROP where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.



COVER your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows).

Stay on your knees; bend over to protect vital organs.



HOLD ON until shaking stops.

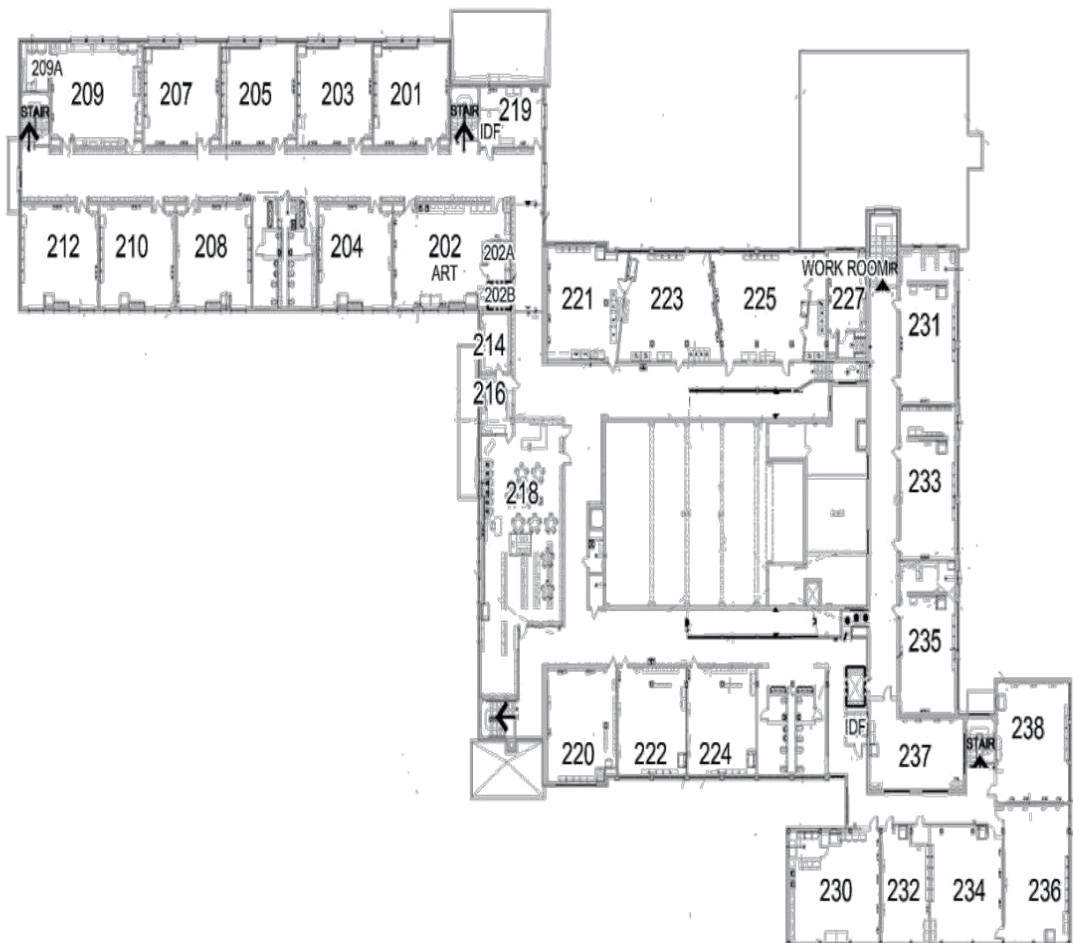
Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No

shelter: hold on to your head and neck with both arms and hands.



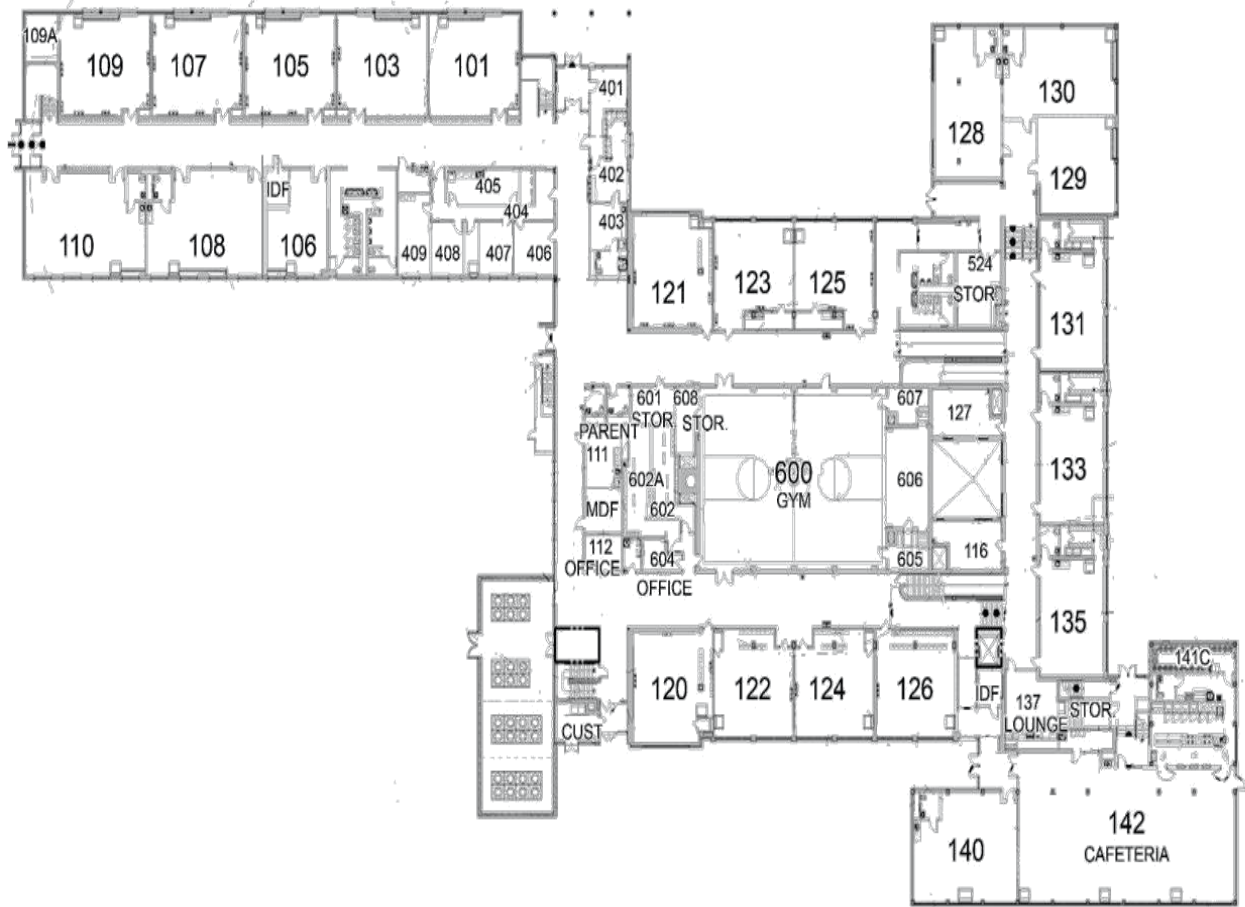
STEPHEN FOSTER SCHOOL No. 67
653 NORTH SOMERSET AVENUE
INDIANAPOLIS, INDIANA

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SECOND FLOOR PLAN





FIRST FLOOR PLAN



STEPHEN FOSTER SCHOOL No. 67
653 NORTH SOMERSET AVENUE
INDIANAPOLIS, INDIANA

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The PATH School

Utility Shut Off Locations:

- o **Water:** Water shut off is located near door 3 by the food pantry room at the bottom of the stairs. It is on the left.
- o **Electrical:** The electrical shut off is next to Room 112 in the custodial closet.
- o **Gas:** The gas shut off is inside the brown door to the right of door 8 in the parking lot (the door is not numbered). Keys are required to unlock the door.

KEYS: The custodian maintains important keys for shutting off water and gas. The keys are hanging from a hook in the workroom in the office area. They are accessible by staff if needed.

3.4.6 Radiological Release Incidents

Definition

During use, processing or transporting of radioactive materials, accidents may occur that will expose the facility to the dangers of contaminants. In this situation, the chances of illness are decreased when people know what to do and how to protect themselves. In addition, individuals or groups could cause the release of radioactive materials through a variety of means including an explosive device designed to scatter radioactive materials (commonly referred to as a “dirty bomb”), the scattering or distribution of radiological materials without the use of explosives or the use of a nuclear device. Of these scenarios, the use of a “dirty bomb” or scattering or distribution of radiological materials are more likely scenarios. Keep in mind that radiological materials could be disseminated via food or water supply.

Alert Signal

Warning of the release of radiological materials is usually received from response agencies. These agencies include the fire department, law enforcement agencies, and/or the local Emergency Management Agency. In the event of a nuclear device being employed rather than a dirty bomb, **the electromagnetic pulse created by the device may render electronic communications devices, computer based equipment and modern vehicle ignition switches in the region inoperable.** This could necessitate that all communications at the building level be handled by runners and other means not reliant on technology affected by the blast.

1. Facility Signal / Indoor Warning: Intercom, loudspeaker, bullhorn, or “runners.”
2. Athletic Fields and Play Areas / Outdoor Warning: Same as above.

Observations of staff:

Possible indications of a radiological attack include:

- Unusual numbers of sick or dying people or animals.
 - Radiation exposure symptoms include reddened skin and in severe cases, vomiting.
 - Casualties may happen hours, days or weeks after an incident.
 - Time elapsed between exposure and appearance of symptoms depends on the material used and dosage of exposure.
 - Unusual metal debris which could indicate devices or munitions-like material.
 - Radiation symbols on containers.
 - Heat-emitting materials without any visible energy source.
 - Glowing material or particles including Radioluminescence and/or colored residue at the scene.
- (Source: *Jane's Unconventional Weapons Response Handbook*)

Lead Administrator Response:

1. Emergency response personnel will normally instruct the lead administrator or the person in charge to take the action deemed most appropriate.
2. In case of imminent danger, in which emergency response personnel have not yet arrived, the lead administrator or his/her designee must decide the most appropriate action.
 - a. Evacuate to a remote location outside the affected area. Or:
 - b. Assemble all personnel indoors and implement the shelter-in-place activities.
 - c. If the shelter in place protocol is determined to be the best course of action, be prepared to shift to evacuation and family reunification if instructed to do so by public safety officials.
3. Follow-up action will be determined by emergency response personnel in coordination with facility officials and may include, but it is not limited to:
 - a. Activating the Emergency Management Team to facilitate evacuation to a safe family relocation site.
 - b. Decontamination of students and staff by public safety personnel.
 - c. Determining the relocation site.
 - d. Dispatching buses or other vehicles to move members and staff to the relocation site.

- e. Releasing information to parents/public.
- 4. If evacuating, do not return members and staff to the facility after evacuation until the fire department, local emergency management agency or other official agency declares the area safe.
- 5. Initiate early/late opening and/or closing of the facility, as necessary.
- 6. If students and/or staff members have been exposed to dangerous liquids, gasses or other substances, public safety officials may institute mass decontamination measures. These measures may include dry decontamination which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responders) or wet decontamination which involves portable showering or housing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.

References: American Red Cross (ARC), and the Georgia Emergency Management Agency (GEMA).

Staff Response

1. Call or take directions from the lead administrator, Crisis Response Team representative or local emergency management officials immediately. Listen to emergency alert broadcasts on all available media, and follow the instructions given.
2. If instructed to do so, evacuate students and staff to a safe location at right angles to and upwind of the apparent contaminated area.
3. In the event that it is dangerous to evacuate the facility and the facility property, including athletic areas outside, conduct shelter-in-place protocol.
4. Be prepared to render first aid, if necessary, and to notify parents of members and inform them of their child's safety in a timely manner. Consider using the media for this if necessary.

Additional Information from FEMA and CDC

Steps should be taken based on the information provided by emergency management officials. However, FEMA has indicated that one's ability to stay indoors from 12-72 hours after a nearby radiological event significantly increases survival rate.

If cell phone communication is lost, turn off then back on. This may re-equip the phone. Cell phone calls may not go through, however text messages may still be operational.

Section 4:

Recovery Documents

Recovery Tools and Assistance from IPS:

- Sample letters from the district are available to the administrator along with assistance from the IPS Public Relations office for response to all incidents.
- Post Emergency Report
- Emergency management Team Debriefing
- Traumatic Event Response Checklist
 - o Day One
 - o Day Two to Five
 - o One to Six weeks After the Events
- Incident specific materials
 - o Grief counseling from the district team and your school team along with availability of community resources for counseling.
 - o Memorial planning including the written memorial and plans for response by school to the family and school community.
 - o Tornado – coordination of resources to assist with counseling and helping all involved “get back to normal.”
- Communication tools to use with parents regarding the reopening of school after a tragic incident

Appendix:

Detailed Plans for Mitigation/Prevention, Preparedness, Response, and Recovery

	MITIGATION/ PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
Incidents of Violence				
ARMED INTRUDER	■ Lockdown drills are held two times a year. ■ Electronic entry and camera are utilized at entry doors. ■ Signage directs all visitors to the office. Visitor passes are kept out of sight, given to visitors by office staff, with the date written on the pass. All other doors are locked to the building during the school day. ■ At least one adult is	All doors are locked to the building during the school day. At least one adult is present at the bus entrance during arrival and dismissal times. Emergency phone numbers posted in administrative offices. Administrator is prepared to notify IPS Police or IMPD.	■ Any person who sees an armed intruder reports this to the office immediately along with location and description. ■ A lockdown is ordered over the P.A. system. ■ All doors are locked and students are kept away from windows. ■ School Police 4633 and/or IMPD 9-911 are notified of the situation. ■ Incident Command is established. ■ Emergency Management	■ Debrief with staff/students as appropriate. ■ Follow-up communication with parents.. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Safety Committee reviews incident and updates crisis plan as
	present at bus entrance during arrival and dismissal times. ■ At least one adult monitors the entry during arrival/dismissal	Team responds. ■ Notification of “all clear” is given when the incident has ended. ■ Reunification plans are carried out.	appropriate. ■ Memorials planned if deaths have occurred.	
	times. ■ “Rumors” or suspicious behaviors are reported to a staff member who in turns reports this		information to administration.	

	Administration		of the incident and response.	
	- notifies parents - Staff must report any unknown persons to			

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Administration immediately. ■ Table top exercises are periodically conducted to review procedures.			
BIOLOGICAL THREATS	Mail and deliveries are only handled by designated adults. Staff is made aware of guidelines for contamination. Table top exercises are periodically conducted to review procedures.	Internal: Evacuation sites identified Custodians prepared to secure/isolate the area. Administrator is prepared to notify maintenance at 4653 and school police at 4633. External: Practice reverse evacuation process with students if children are outside. Emergency phone numbers posted in administrative offices.	Internal: ■ Administrator is notified. ■ Custodian secures/isolates the area. ■ Shelter-in-Place is announced if applicable. ■ Evacuation is announced if applicable. ■ Administrator notifies maintenance at 4653 and school police at 4633. Incident Command is established. ■ The Emergency Management Team responds. Notification of “all clear” is given when incident has ended. Reunification plans are carried out. ■ Administration notifies parents of the incident and response. External: ■ Administrator is notified. ■ Reverse evacuation process takes effect if children are outside.	■ Debrief with staff/students as appropriate. ■ Follow-up communication with parents.. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			■ Shelter-in-Place is announced if applicable. ■ School police at 4633 are notified. Incident Command is established. ■ The Emergency Management Team responds. Notification of “all clear” is given when the incident has ended. Reunification plans are carried out. ■ Administration notifies parents of incident and response.	
BULLYING	Students are closely supervised at all times. Conflict Resolution and social skills are taught to students. Peer mediation is available upon request, facilitated by the school’s social worker. School-wide/classroom community meetings are held weekly to build a sense of community, respect, and understanding among students.	All staff members are trained to recognize bullying. Social workers educate students about bullying. Emergency phone numbers for students in place. Students are closely supervised at all times. Consequences of bullying are known by all students, and in the student parent teacher compact; handbooks and conduct cards.	■ Staff member reports bullying to the social worker or principal. ■ In-School or Out-of- School Suspension may be assigned as a consequence for students who bully. ■ Parents are contacted and a conference is held before the student who was bullied returns to class. ■ Counseling resources are shared with the family of the bully. ■ Continued monitoring of the situation occurs.	■ Continued monitoring of the situation occurs. ■ Students are closely supervised at all times. ■ Bullying resources including counseling are shared with parents. ■ Assessment and planning for anti-bullying education takes place.

	MITIGATION/ PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Classroom materials on bullying are utilized as necessary. Anti-bullying lessons are taught to students, facilitated by the social worker and/or teacher as needed. Students know to report bullying to staff. Parents are encouraged to bring such concerns to the staff. Referral forms are available for students to submit to the teacher. The teacher then submits the form to the school social worker. Staff and students know that bullying is not permitted. Teachers limit students' time in the restroom in order to prevent bullying. Table top exercises are periodically conducted to review procedures. ALL STAFF, STUDENTS, VOLUNTEERS, AND		Victims of bullying receive counseling. Students are closely supervised at all times.	

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	SERVICE PROVIDERS RECEIVE REQUIRED BULLY PREVENTION AND INTERVENTION TRAINING			
DRIVE-BY OR SNIPER	All school entry doors are locked during the school day. Procedures for Armed Intruder and Shooting are known by all staff. Lockdown drills are held two times a year. Staff knows that if shots are heard to immediately have all present drop to the ground. Staff knows to report any suspicious behavior to an administrator. Table top exercises are periodically conducted to review procedures.	All doors are locked to the building during the school day. At least one adult is present at the bus entrance during arrival and dismissal times. Emergency phone numbers posted in administrative offices. Administrator is prepared to notify IPS Police or IMPD.	Any person who hears or witnesses a drive-by or sniper reports this to the office immediately along with the location and description. Students and staff drop to the ground at sound of shots. A lockdown is ordered over the P.A. system. All doors are locked and students are kept away from windows. School Police 4633 and/or IMPD 9-911 are notified of the situation. Incident Command is established. ■ The Emergency Management Team responds. Notification of “all clear” is given when incident has ended. Reunification plans are carried out.	■ Debrief with staff/students as appropriate. ■ Follow-up communication with parents.. ■ Media handled with assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			■ Administration notifies parents of incident and response.	
FIGHTING	Adult supervision is expected at all times. Prompt intervention when conflict begins including the removal and isolation of students involved. Students, staff, and parents know we are a fight-free school. Students and their parents know the consequences of fighting at school include suspension and possible expulsion. Parent compacts and student conduct cards are on file for all students. Conflict resolution skills are reviewed periodically. Peer mediation is available upon request through school social worker. Table top exercises are periodically conducted to review procedures.	All staff members on alert for any possible outbreaks. Suspension and/or expulsion are known consequences. Updated phone numbers for parents to be contacted. Peer mediation and/or counseling available.	■ Prompt intervention by staff members and administration. ■ Staff member reports fighting to the Administrator and moves student by-standers out of the area of the fighting. ■ The administrator notifies the behavior support specialist and social worker. ■ In-School suspension is used for students involved in fights until an adult is able to pick up student(s) from school. The social worker counsels with student(s). ■ Parents are contacted. ■ Students are suspended. ■ The administrator holds a re-admission conference with parents. ■ Continued monitoring of the situation occurs once student(s) returns from suspension.	■ A readmission conference is held with administrator before student returns to classes. ■ A behavior plan/contract is developed if necessary to address anger response. ■ Continued monitoring of the situation occurs once student(s) returns from suspension. ■ Resources are shared with parents.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
HOSTAGE INCIDENTS	All school entry doors are locked during the school day. Procedures for armed intruders are known by all staff. Students are kept under adult supervision at all times. Students travel in pairs when not under direct adult supervision. Access control of the building is utilized. Lockdown drills are held twice a year. All visitors sign in at the office and receive a dated visitor's pass. Information regarding students is only given to authorized persons. Table top exercises are periodically conducted to review procedures.	All doors are kept locked during the student day. Students are supervised at all times by adults. Student travel in pairs when not under direct adult supervision. Administrator is prepared to notify School Police and/or IMPD.	Any person who witnesses a hostage The situation reports this to the office immediately with as many details as possible. ■ A lockdown is ordered over the P.A. system. ■ School Police 4633 and/or IMPD 9-911 are notified of the situation. ■ Incident Command is established. ■ Emergency Management Team responds ■ Students are kept under adult supervision at all times. ■ Media is handled with assistance from School and Community Relations. Notification of "all clear" is given when the incident has ended. Reunification plans are carried out. ■ Administration notifies parents of incident and response.	Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.
SHOOTING	Procedures for armed intruder are known by all staff.	A lockdown drills are conducted two times a year.	Any person who hears or witnesses a shooting reports this to the office	Debrief with staff/students as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Periodically, buses are checked for weapons using wand detection. ■ Lockdown drills are held twice a year. ■ Staff knows that if shots are heard, students and staff are to drop to the ground. ■ A minimum of two staff members are trained in first aid. ■ “Rumors” or suspicious behaviors are reported to a staff member who in turns reports this information to administration. ■ Table top exercises are periodically conducted to review procedures.	Administrator is prepared to notify School Police and/or IMPD.	immediately with as much detail as possible. ■ A lockdown is ordered over the P.A. system and students/staff should be on the floor away from any threatening person. ■ Injuries are reported to the office. ■ School Police 4633 and/or IMPD 9-911 are called. ■ Incident Command is established. ■ Emergency Management Team responds ■ Staff with First Aid Training/Nurse may assist. ■ Notification of “all clear” is given when incident has ended. ■ Reunification plans are carried out. ■ Administration notifies parents of incident and response.	Follow-up communication with parents.. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Memorials planned if shooting resulted in loss of life. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.
VIOLENT OR DISRUPTIVE ADULT OR STUDENT	Access control of the building is utilized. ■ Emergency numbers for school police are posted near the phones.	All staff members on alert for any possible outbreaks. A crisis-intervention team has been trained to respond to violent/disruptive students.	Students are kept under adult supervision at all times. ■ A total or partial lockdown or restricted area may be ordered over the P.A. system.	A re-admission conference is held with administrators. ■ Continued monitoring of the situation occurs. ■ Behavior plan or contract is developed if necessary.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	■ All staff knows restricted area and lockdown procedures. ■ Lockdown and Restricted Area drills are held twice a year. ■ Conflict resolution skills are reviewed periodically. ■ Peer mediation available upon request, facilitated by the social worker. ■ The school has a Crisis Intervention Team (CIT) in place, trained to address violent behaviors in students. ■ The CIT periodically reviews its training and procedures. ■ Table top exercises are periodically conducted to review procedures.	Parents and students are made aware of consequences of violent or disruptive behavior on the part of an adult or child including suspension/expulsion for students and restrictive order for a parent/adult.	■ School Police 4633 and/or IMPD 9-911 may be called. ■ Individuals are monitored until police arrive. ■ Incident Command is established. ■ The Crisis Intervention Team responds to students. ■ Disruptive adults are asked to leave the premises and may be banned from further entry to the school. ■ District consequences are applied to disruptive/violent students which may include suspension and/or expulsion. ■ A behavior plan/contract may be developed for students.	Follow-up communication occurs as needed. ■ Resources are shared with parents.
Natural Emergencies				
EARTH- QUAKE	Staff and students know to assume a duck and cover position between desks or tables, if possible. ■ Staff knows how to report injuries.	Duck and cover position drills are conducted periodically throughout the school year. Administration prepared to call IPS and/or IMPD. First aid kit available if needed.	Incident Command is established. ■ The Emergency Management Team responds. ■ Staff and students assume a duck and cover position between desks or tables, if possible.	Debrief with staff/students as appropriate. ■ Follow-up communication with parents.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	■ Parent contacts are kept updated. ■ Response procedures are discussed annually.	Emergency Information folders are prepared in case of evacuation. Reunification forms and processes are practiced and explained to staff.	Injuries are reported to Administration. ■ If damage has occurred to the building, the affected area will be evacuated. ■ Principal notified School Police at 4633. ■ Await further instructions. ■ Notification of “all clear” is given when incident has ended. ■ Reunification plans are carried out. ■ Administration notifies parents of the incident and response.	Media handled with assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Building integrity inspected; if compromised, temporary setting secured. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.
HEAVY RAINS OR FLOODS	Custodians monitor the boiler room for possible flooding during heavy rains. ■ Teachers are prepared to follow evacuation plans. ■ Student information needed for emergencies is in a folder/clipboard and clearly marked. Staff knows to take this information with them in case of evacuation. ■ Parent contacts are kept updated.	Administration prepared to call IPS and/or IMPD. First aid kit available if needed. Emergency Information folders are prepared in case of evacuation.	Incident Command may be established. ■ The Emergency Management Team responds. ■ Administration is in contact with Facilities Management Division (FMD). ■ If evacuation is necessary it will be announced and a plan of evacuation followed. ■ Staff members take Emergency Folders including student roster. ■ Injuries are reported to administration. ■ EMS notified if necessary.	Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Building integrity inspected; if compromised, temporary setting secured. ■ Safety Committee reviews incident and updates crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Response procedures are discussed annually.		Students and staff remain away from flooded areas. ■ Staff awaits further instructions. ■ Notification of “all clear” is given when incident has ended. ■ Reunification plans are carried out. ■ Administration notifies parents of incident and response.	
SEVERE THUNDER-STORMS AND/OR ELECTRICAL STORMS	Weather is monitored when students are outside. ■ NOAH radio is used. ■ Staff knows to bring students inside immediately at the first sign of imminent weather and to direct students not to touch metal objects (zippers, playground equipment, metal fences, downed wires, etc.). ■ Parent contacts are kept updated. ■ Response procedures are discussed annually.	Administration prepared to call IPS and/or IMPD. First aid kit available if needed. Duck and cover position drills are conducted periodically throughout the school year. Reverse evacuation practice drills. Emergency Information folders are prepared.	Reverse evacuation is called if students are outside. ■ Incident Command may be established and Emergency Management Team notified, if necessary. ■ Severe Weather alert is given. All students and staff shelter in place if needed. ■ If tornado warning develops, tornado procedures will be followed and teachers take roll and report anyone missing. ■ Injuries are reported to administration. ■ EMS notified if necessary.	Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			■ Student and staff remain in duck and cover position until the “All Clear” announcement is made. ■ Notification of “all clear” is given when the incident has ended. ■ Reunification plans are carried out. ■ Administration notifies parents of incident and response.	
TORNADO	Tornado drill is practiced quarterly. ■ Students know duck and cover procedures. ■ Classrooms are provided with a detailed map of the exit route and the location of the shelter area. ■ Cards are posted in each room with the evacuation route. ■ Student information needed for emergencies is in a folder/clipboard and clearly marked. Staff know to take this information with them in case of evacuation	Administration prepared to call IPS and/or IMPD. First aid kit available if needed. Emergency Information folders are prepared. Evacuation routes are known and posted. Duck and cover position drills are conducted periodically throughout the school year. Reunification forms and processes are practiced and explained to staff.	Incident Command is established. ■ Emergency Management Team notified, if necessary. ■ Severe Weather alert is given. ■ Evacuation routes are followed. ■ Students and staff proceed to the hallway and assume duck and cover position. ■ Teachers take roll and report anyone missing. ■ Injuries are reported to administration. ■ EMS notified if necessary. ■ If damage has occurred to the building, the affected the area will be evacuated.	Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Building integrity inspected; if compromised, temporary setting secured. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	A minimum of two staff members are trained in first aid. Staff knows how to report injuries. ■ Parent contacts are kept updated. ■ Response procedures are discussed annually.		Principal notifies IPS school police 4633 if there is damage or injury. ■ Students and staff remain in duck and cover position until the “All Clear” announcement is made. ■ Notification of “all clear” is given when incident has ended. Reunification plans are carried out. ■ Administration notifies parents of the incident and response.	
WINTER STORMS	Weather is monitored through TV and radio. ■ Students are not sent home without parent notification. ■ Walkways are kept as clear and safe as possible. ■ Teachers remain with students until all are released. ■ Parent contacts are kept updated. ■ Response procedures are discussed annually.	Phone numbers are kept updated for use with Connect-Ed. Custodians prepared to keep walkways clear and safe as possible.	Directives from Central Office are followed with regard to possible early dismissal, cancellation of after school programs. ■ Ed-Connect messages are sent to all parents. ■ Students are not sent home without parent notification. ■ Walkways are kept as clear and safe as possible. ■ Teachers remain with students until all are released. ■ Reunification plans are carried out.	Administration notifies parents through ConnectEd regarding status of school attendance.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
Man-Made Emergencies				
BOMB THREAT	School Police are notified immediately and perform a threat level assessment. School personnel follow the police instructions. ■ If police orders evacuation, evacuation procedures are in place. (Follow fire drill procedure and instructions). Teachers have been instructed to look for anything suspicious in room as they leave. ■ Classrooms know exit procedure and where to assemble. In the event of a true bomb threat, staff and students will be moved to an off-campus site known to staff. A bomb threat checklist	All staff advised to keep the caller talking when taking a bomb threat call. Call checklist posted by office phones. Administrator prepared to notify IPS School Police at 4633 for threat assessment. Emergency Information folders are prepared in case of evacuation. Evacuation routes are known. Reunification forms and process are practiced and explained to staff.	Any person taking the call keeps the caller talking and follows the checklist posted by each office phone. Administrator is notified. Administrator notifies School Police at 4633 for threat assessment. Incident Command is activated if evacuation and/or bomb search is applicable. The Emergency Management Team is alerted if evacuation is applicable. ■ If ordered to evacuate, staff take Emergency Folders including student rosters and evacuation routes are followed. Take the roll of students once outside. Notification of “all clear” is given when the incident has ended.	■ ebrief with staff/students as appropriate. ■ Follow up communication with parents. Media handled assistance with school and community relations. ■ Counseling and support provided

through
school and
community.

- The Safety Committee has been placed by all office phones.
- All staff members have been instructed on how to complete the

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- Reunification plans are carried out. Administration notifies parents of incident and response.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	checklist and follow-up procedures. Table top exercises are periodically conducted to review procedures.			
CHEMICAL/ ENVIRON- MENTAL HAZARD	Shelter in place, restricted area, and evacuation procedures are practiced each semester. - Internal: Staff knows that the area will be isolated (restricted) and to wait for further instructions. - External: Staff knows to shut all windows and to pull blinds closed. - Student information needed for emergencies is in a folder/clipboard and clearly marked. Staff knows to take this information with them in case of evacuation. Table top exercises are periodically conducted to review procedures.	Internal: Custodians prepared to secure/isolate the area. Principal prepared to notify FMD 4653 and School Police at 4633. Emergency Information folders are prepared in case of evacuation. External: Reverse evacuation and shelter-in-place processes practiced throughout the year. Administration prepared to notify school police at 4633. Reunification forms and processes are practiced and explained to staff.	Internal: - Administrator is notified. - Custodian secures/isolates the area. - Shelter-in-Place is announced if applicable. - Principal notified FMD 4653 and School Police at 4633. - Incident Command is established. - The Emergency Management Team responds. Notification of "all clear" is given when the incident has ended. - Reunification plans are carried out. - Administration notifies parents of the incident and response. External: - Administrator is notified. - Reverse evacuation process takes effect. Shelter-in-Place is announced if applicable.	Debrief with staff/students as appropriate. - Follow-up communication with parents. - Media handled assistance with school and community relations. - The Safety Committee reviews the incident and updates the crisis plan as appropriate.

		School police are notified at 4633.	
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	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			If evacuation takes place, Emergency Folders with rosters are taken. ■ Incident Command is established. ■ The Emergency Management Team responds. ■ Reunification forms and processes are put in place at the evacuation site. ■ Parents are notified through ConnectEd and written communication with assistance from School and Community Relations.	
FIRE ARMS, WEAPONS PROCEDURES	Periodic use of weapon detectors by IPS police. ■ All staff and students know to report suspicion of weapons to admin. ■ Backpacks are stored in closets or lockers. Students do not wear jackets in school. Uniform policy is strictly enforced. ■ Teachers/staff know not to attempt to take a weapon. Who and how searches weapons will take place and are known by staff.	All staff members know to report that a student has a weapon to the administration immediately. School police numbers are known (4633).	Any person suspecting or knowing that a student has a weapon reports this to administration immediately. Lockdown is announced over the P.A. system. ■ Administrator notifies school police at 4633. ■ Incident Command is established. ■ The Emergency Management Team responds. ■ Staff awaits further instructions from administration. ■ Notification of “all clear” is given when incident has ended.	Debrief with staff/students as appropriate. ■ Administration notifies parents through ConnectEd and by letter if weapons are found at school. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Table top exercises are periodically conducted to review procedures.		Reunification plans are carried out. ■ Administration notifies parents of the incident and response.	
NARCOTICS AND DRUGS	Staff knows to report any suspicion of drugs to an administrator. Students know to tell teacher/staff member if someone has drugs.	Staff prepared to report any known use of drugs to Administration. Administration prepared to contact School Police.	Staff reports any known use of drugs to Administration. ■ Administration contacts School Police. 4633 ■ Suspected student is with adult on-site until authorities arrive. Staff does not touch the drugs if possible. Parents are then notified by Administration after determination by IPS Police. ■ IPS consequences are put into place per district guidelines.	Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.
SUBSTANCE OVERDOSES	Staff is alert to signs of overdose and knows the procedures for reporting to administration. Staff knows to call 9-911 if situation is critical; then report to administration. A minimum of two staff members are trained in first aid.	Staff prepared to call 9-911 as well as School Police (4633) Emergency numbers for school police are posted near the phones. Staff prepared to detain students who may provide information. Staff advised not to discuss nor speculate on	■ Notify Administration immediately. ■ Call 9- 911 as well as School Police (4633) – Follow school protocol - this can be by either staff member or Administration depending on emergency situation. ■ Limited lockdown may be ordered to secure the area.	Debrief and follow-up communication with those on a “need to know” basis. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Safety Committee reviews incident and

Other Crisis or Emergencies

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Response procedures are discussed annually.	situation with colleagues or students. Staff trained to know to contact the school nurse/administrator and save bottles or residue. Nurse or staff members trained in first aid prepared to wait with students until police or EMS arrives.	■ Detain students who may provide information. ■ Do not discuss nor speculate on the situation with colleagues or students. ■ Wait with the student until police or EMS arrives. Try to find out what was taken. ■ Save any remaining drugs or empty bottles to give to EMS. ■ Notify parents.	updates crisis plan as appropriate.
ABDUCTION	■ Controlled access to the building. All visitors directed to the office to sign-in. Visitor badges are dated and worn by all visitors. ■ Student information released only to authorized persons. Picture ID required for anyone taking a student and they must be on the authorized list. Staff knows to report any suspicious activity at dismissal.	Staff and administration are prepared to call 9-911 if they witness or suspect abduction. Students are supervised at all times.	■ Call 9-911 if you witness or suspect an abduction. ■ Notify Administration with as much description as possible. ■ Lockdown is announced over the P.A. system. ■ Await further instructions from administration. ■ Incident Command is established. ■ Emergency Management Team responds. A search of school grounds are conducted. Notification of “all clear” is given when incident has ended.	■ Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Students travel in pairs within the building. ■ Adult supervision of children occurs at all times, with heightened awareness during recess, field trips, and dismissal. ■ Parent contacts are kept updated. Table top exercises are periodically conducted to review procedures.		Reunification plans are carried out. ■ Administration notifies parents of the incident and response.	
CHILD ABUSE, MOLESTATION OR NEGLECT	Staff knows they MUST report suspected abuse, molestation or neglect and the procedures for doing so in this building. Teachers may get assistance from social workers or principles in making such reports. ■ Social workers facilitate Good/Bad Touch programming for students. Staff is reminded about professional boundaries with students. ■ Parent contacts are kept updated.	Staff members are prepared to communicate with administration regarding child abuse, molestation, and/or neglect and all staff know how to make a CPS report and their obligation to do so. Staff trained not to notify Parents. Administration knows IPS policy regarding a staff member accused of abuse or molestation.	Any staff member privy to communication regarding child abuse, molestation, and/or neglect MUST promptly make a CPS report, calling CPS at 9-232-1054. The social worker and/or administrator may assist with the report. A copy of the report is faxed to CPS and to Students Services. If the principal is not available, the person reporting the abuse can obtain assistance from the social worker or counselor. The report must be filed promptly. The social worker or counselor would report the incident to the principal when	Debrief with staff/students/parents as appropriate and on a “need to know” basis. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community to victim(s). ■ Counseling resource information (EAP) provided to employees. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate. ■ Resources shared with students and families including “Good Touch/Bad

				Touch" programming.
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	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Response procedures are discussed annually.		he/she returned to the building. ■ Parents are not notified of a report being filed unless the incident involves a staff member. All CPS reports are confidential. If a staff member is accused of child molestation or abuse, the administrator will file the report after making a call to Human Resources. HR will advise as to what action is to be taken with the teacher. The principal calls the parents and tells them an accusation has been made and the matter has been referred to CPS. All such accusations are kept confidential.	
DEATH (Staff Member or Student)	A communication system has been set up in order to contact all necessary staff members. ■ Principal knows to notify the proper authorities. ■ Lockdown procedures are practiced two times a year (in the event of a death during the school day).	Staff knows to call 9-911 immediately. A system is in place for notification to staff and community.	Notify the administrator of death. Call 9-911 and school police 4633 Notify the school nurse if applicable. ■ Lockdown procedures are put in place. ■ Incident Command is established. ■ The Emergency Management Team is notified. ■ Identify students/adults in need of support.	Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Safety Committee reviews incident and updates crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Staff members know to call 9- 911 in the event of an emergency. ■ Parent contacts are kept updated. ■ Response procedures are discussed annually.		Parent letter and Connect Ed phone messaging system will be used with advice from School and Community Relations, who will also help with media.	Services or memorials are planned.
FIRE	Fire drill procedures are in place. ■ Fire drills are practiced monthly, including blocked exit drills. ■ Classrooms are provided with a map of the exit route for each room. Cards are posted in each room with the evacuation route. ■ Student information needed for emergencies is in a folder/clipboard and clearly marked. Staff knows to have this in case of evacuation. ■ Parent contacts are kept updated. ■ Response procedures are discussed annually.	Staff knows the placement of fire alarms. Staff prepared to activate the fire alarm. Monthly fire drills are held. Evacuation routes are known and posted. Emergency Information folders are prepared in case of evacuation. Reunification forms and processes are practiced and explained to staff. Electrical safety guidelines are followed at school including the non-use of extension cords.	Any person witnessing a fire must activate the fire alarm. ■ Administrator is notified. ■ Incident Command is established. ■ The Emergency Management Team responds. ■ Fire evacuation procedures and routes are followed. ■ Students/staff unable to use stairways proceed to designated rooms to signal to arriving emergency personnel. ■ Staff members take Emergency Folders with student rosters. Class roll is taken. ■ Missing person(s) is reported. ■ Injuries are reported. ■ Wait for further instruction. If evacuation to another site is ordered, follow	Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Building integrity inspected; if compromised, temporary setting secured. ■ Safety Committee reviews incident and updates crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			evacuation plan and put reunification plan in place. Notification of “all clear” is given when the incident has ended. ■ Administration notifies parents of incident and response.	
HAZARDOUS MATERIALS	Staff and students know to report any spills to the office. Staff knows to restrict the area. A minimum of two staff members are trained in First Aid. ■ Parent contacts are kept updated. Table top exercises are periodically conducted to review procedures.	Internal: Custodians prepared to secure/isolate the area. Evacuation sites are identified. Emergency Information folders are prepared in case of evacuation. Shelter-in-Place is practiced with students. Administrator is prepared to notify maintenance at 4653 and school police at 4633. External: Practice the reverse evacuation process with students. Emergency phone numbers posted in administrative offices.	Internal: ■ Administrator is notified. ■ Custodian secures/isolates the area. ■ Shelter-in-Place is announced if applicable. ■ Administrator notifies maintenance at 4653 and school police at 4633. ■ Incident Command is established. The Emergency Management Team responds. ■ Evacuation is announced if applicable. Notification of “all clear” is given when the incident has ended. Reunification plans are carried out. ■ Administration notifies parents of the incident and response. External:	Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Safety Committee reviews incident and updates crisis plan as appropriate.

		■ Administrator is notified.
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	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			Reverse evacuation process takes effect. Shelter-in-Place is announced if applicable. ■ Administrator notifies maintenance at 4653 and school police at 4633. ■ Incident Command is established. ■ The Emergency Management Team responds. Notification of “all clear” is given when the incident has ended. Reunification plans are carried out. ■ Administration notifies parents of incident and response.	
NATURAL GAS LEAK	Staff knows not to use building telephones or touch light or appliance switches or use elevators or cell phones. Teachers know to keep all students with them and await instructions. ■ Parent contacts are kept updated. Table top exercises are periodically conducted to review procedures.	Administrator is prepared to notify staff and students. Staff knows not to operate electrical devices. Evacuation procedures are in place. Administrator prepared to follow proper protocol. Emergency Information folders are prepared in case of evacuation.	Administrator is notified. ■ Evacuation is announced over the P.A. system. ■ Administrator notifies maintenance at 4653 and school police at 4633. ■ Incident Command is established. ■ The Emergency Management Team responds. Electrical devices are not operated.	Debrief with staff/students as appropriate. ■ Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ Safety Committee reviews

			■ Administrator follows proper protocol per IPS guidelines.	incident and
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	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			Notification of “all clear” is given when the incident has ended. Reunification plans are carried out. ■ Administration notifies parents of incident and response.	updates crisis plan as appropriate.
PANDEMIC FLU	Posters of good hygiene is displayed in and around the restrooms. ■ Good hygiene habits are reviewed with students in each classroom during cold season and on an as needed basis, including “sneeze in the sleeve” and good hand washing practice. ■ Teachers monitor the restroom to ensure hand washing by students. ■ Classrooms use anti-bacterial liquid before lunch. Staff is encouraged to take flu shots if they are able. ■ Parent contacts are kept updated.	Phone contacts are kept updated for use with Connect-Ed. Administration prepared to decide how classes are divided in the event of teacher absence(s) without a substitute. Awareness and education of proper hygiene practices.	Families and staff are notified through Talking Points when school is closed due to an outbreak. If school is still in session, administration will decide how classes are divided in the event of teacher absence(s) without a substitute. ■ School staff follow directives of the district and Marion County Health Department. ■ Continue with proper hygiene practices. ■ Attendance will be monitored by the social worker and the nurse (where applicable) and trends reported to the health department.	Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate. ■ Continue with proper hygiene practices. ■ The Social Worker continues to monitor student attendance and reports to the health department if directed.

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	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
	Table top exercises are periodically conducted to review procedures.			
SEVERE ILLNESS OR INJURY	A flowchart of procedures has been given to all staff members and is reviewed annually. All staff knows to report serious illness or injury to administration, but that if it is life threatening to call 9- 911 first. A minimum of two staff members are trained in First Aid. ■ Parent contacts are kept updated. ■ Response procedures are discussed annually.	Staff prepared to call 911 if illness or injury is life threatening. Staff has been trained and given a Flow Chart of procedures. Staff knowing CPR/First Aid is identified.	Call 9-911 if illness or injury is life threatening. Follow protocol from flow chart established for our school. ■ Administration is notified of the situation. Limited lockdown may be ordered. ■ Unaffected students are moved to another area. Student(s) is monitored by staff member with First Aid training/nurse until police/EMS arrives. School police are called at 226-4633. ■ ELEMENTARY DIVISION AND SCHOOL DIRECTOR ARE INFORMED AT 226- 4193. A staff member or Administrator accompanies the student to the hospital if the parent/guardian is not available. ■ Administrator assigns a person to duties of staff member accompanying injured/ill person to hospital.	Debrief with staff/students as appropriate. Follow-up communication with parents. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
			An accident report is made if staff or students are injured and faxed to FMD.	
SUICIDE OR ATTEMPTED SUICIDE	Staff is alert to warning signs for suicide and understands how to refer students for counseling. If a suicide is attempted, staff knows to report the incident to administration, but if the situation is life threatening, to call 9-911 and then notify the principal. ■ A caring atmosphere and a personal concern for all students and staff are emphasized in our building. ■ STAFF KNOWS THAT WE TAKE ALL SUICIDE THREATS SERIOUSLY and report them to administration. ■ Parent contacts are kept updated. ■ Response procedures are discussed annually.	Administrator or staff prepared to notify 9-911. Staff knowing CPR and First Aid is identified.	Administrator is notified. 9-911 is contacted if an attempt is made. School police are called 4633. Nurse (or staff member trained in First Aid) are called. First Aid/CPR is provided if necessary. ■ Social Worker/Counselor is notified to provide appropriate support. ■ Incident command is established and if needed an Emergency Management Team called. ■ Parent/Guardian is contacted. Students do not go home without a parent/guardian. Student is supervised at all the time.	Debrief with staff/students as appropriate. Follow-up communication with parents as appropriate. ■ Media handled assistance with school and community relations. ■ Counseling and support provided through school and community. ■ The Safety Committee reviews the incident and updates the crisis plan as appropriate. ■ Memorial planned if death has occurred. Follow up may take place with the family.
UTILITIES INTERRUPTION	Staff knows to report problems to the office and await instructions,	Administrator prepared to notify custodian of electrical	Administrator notifies custodian of electrical outage	Debrief with staff/students as appropriate.

	MITIGATION / PREVENTION	PREPAREDNESS	RESPONSE	RECOVERY
OR LOSS	in case evacuation to another area is ordered. ■ Custodians know how to do shut offs and to contact Facilities Management. ■ Response procedures are discussed annually.	outage and Maintenance Dispatcher. 4653. All teachers have flashlights and batteries for emergencies. If evacuated to another site, staff knows the procedures.	and Maintenance Dispatcher 4653 ■ Staff members remain with class in rooms and await further instructions. ■ Incident command may be established. ■ Emergency management the team responds. If evacuation is ordered, follow established evacuation procedures or directives given regarding this incident. Notification of “all clear” is given when incident has ended.	Follow-up communication with parents. ■ Media handled with assistance with school and community relations. ■ Safety Committee reviews incident and updates crisis plan as appropriate.