

# Faith School Emergency Preparedness Plan

## Statement of the Superintendent

The school's primary goal in the midst of a crisis is to ensure the safety and comfort of students, faculty and support staff. Rational and effective thinking on the part of each school staff person is a key to that goal.

The information on the following pages is a quick reference guide designed to help staff members deal with emergencies that may arise in our school. The decisions you make and the things you do in a crisis must be based on what is best, in terms of safety, for students and staff.

Much of the information in this manual is common sense. Staff should review the procedures and keep the manual in a place where you can access it.

## SCHOOL CONTACTS:

**Kelly Daughters ----Superintendent-----605-967-2152 (Ext. 205) -----Home Phone: 967-2716**

**Kasey Hale -- K - 12 Principal--605-967-2152 (Ext. 203) - Home Phone: 605-739-3020**

**Amie Schauer--- Business Manager----605-967-2152 (Ext. 204) Home Phone: 605-967-2611**

**CPR/First Aid Certified Staff**

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## EMERGENCY CONTACTS:

**Ambulance-----911**

**Fire-----911**

**Faith Police Department---911 or 605-967-2222**

**Chief of Police, Matt Schackow---967-2380 or 490-3097**

**Meade County Sheriff – 1-800-640-6649**

**Faith Community Health Center---- 605-967-2644**

**South Dakota Emergency Management: Phone: (605) 773-3231**

**Crisis Intervention/Mental Health Hotline: 1-800-658-3900**

**Critical Incident Stress Management Team:**

**Father Korban---967-2201**

**Pastor Calvin Chapman---967-2526**

**Deacon Larry Brown---739-5101**

**Greg Fisher--- Three Rivers Mental Health---605-964-4210---- Home----967-2771**

**Mikki Haines ----Three Rivers Mental Health---605-964-4210---Home----748-2299**

**Local Emergency Management Office: 605-967-2222**

**Meade County Emergency Management Office: 605-347-7623**

**Public Utilities – Electricity: Jon Collins, 605-967-2261 or 605-967-2834**

**Utilities – Gas: Dave Fisher, 605-967-2531**

**Public Utilities – Water: Jon Collins, 605-967-2261 or 605-967-2834**

# **STAFF RESPONSIBILITIES – ANY EMERGENCY**

## **Administrator or Designee:**

- Verify information
- Call 911 or emergency number, set up command post
- Assign duties, determine necessary resources
- Seal off high-risk area
- Convene crisis team and implement crisis response procedures
- Notify other leadership as necessary
- Notify children and staff (depending on emergency; children may be notified by teachers)
- Evacuate children and staff or relocate to a safe area within the building (if necessary)
- Refer media to specified spokesperson (or designee). This dialogue needs to take place outside the threat area.
- Notify community agencies (if necessary)
- Implement post-crisis procedures
- Keep detailed notes of crisis event
- Notify parent(s)/guardian(s)

## **Staff:**

- Verify information
- Lock all doors, unless evacuation orders are issued
- Recess supervisor go to alternate site
- Warn children (if advised)
- Account for all children
- Stay with children during an evacuation
- Take roster/list of children with you
- Refer media to specified spokesperson (or designee)
- Keep detailed notes of crisis event
- If evacuated to an off site location, keep children on site at the location until accurate documentation and investigation has been completed.

# **BOMB THREAT**

**Upon receiving a phone call that a bomb has been planted in facility:**

- Complete the “Caller Identification Checklist” on the following page.
- Listen closely to caller’s voice, speech patterns and noises in background.
- After hanging up phone, immediately dial the call back service in your area to trace the call, if possible.
- Notify administrator or designee.
- Notify law enforcement agency.
- Administrator will notify the staff via phone and inform them to sweep the classroom, not use their cell phone and remind them not to notify students. Sweep halls and common area (see Teacher/Staff Bomb Threat Checklist).
- Custodian to sweep exterior of buildings.
- Staff to report any unusual activities/objects immediately to the administrator.
- If suspicious object is identified the administrator may order the evacuation of all persons inside building(s).
- If evacuation occurs, staff should take roster/list of children.

**If threat is received by a written order:**

- **Follow “Phone Bomb Threat” procedure starting at bullet 4 (four above) plus the following:**
- Avoid any unnecessary handling of note. It is considered evidence by law enforcement.
- Place note in a plastic bag, if available.

# **TERRORISM**

## **CHEMICAL OR BIOLOGICAL THREAT**

**Upon receiving a phone call that a chemical or biological hazard has been planted in facility:**

- Complete the “Caller Identification Checklist” included in these guidelines – page 6.
- Listen closely to caller’s voice and speech patterns and to noises in background.
- Notify administrator or designee.
- Notify local law enforcement agency.
- Administrator may order evacuation of all persons inside facility, or other actions, per police advice.
- If evacuation occurs, staff should take a list of children present.

**Upon receiving a chemical or biological threat letter:**

- Minimize the number of people who come into contact with the letter by immediately limiting access to the immediate area in which the letter was discovered.
- Notify administrator or designee.
- Ask the person who discovered/opened the letter to place it into another container, such as a plastic zip-lock bag or another envelope.
- Call 911.
- Separate “involved” people from the rest of the staff and children.
- Move all “uninvolved” people out of the immediate area to a holding area.
- Ask all persons to remain calm until local public safety officials arrive.
- Ask all persons to minimize their contact with the letter or their surroundings, because the area is now a crime scene.
- Get advice of public safety officers as to decontamination procedures needed.

# CALLER IDENTIFICATION CHECK LIST

Record the exact words used by the caller:

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**Ask:**

Who are you?

Why are you doing this?

**If the caller refers to a bomb or hazardous material device, ask:**

What time is it set for?

Where is it?

What does it look like?

**Caller identity:**

**Sex/Age Group:** \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile

**Origin of Call:** \_\_\_\_\_ Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Internal

**Caller's Voice:** \_\_\_ Loud \_\_\_ Soft \_\_\_ Fast \_\_\_ Slow \_\_\_ Deep \_\_\_ Squeaky

\_\_\_ Distant \_\_\_ Distorted \_\_\_ Sincere \_\_\_ Raspy \_\_\_ Stressed \_\_\_ Stutter

\_\_\_ Nasal \_\_\_ Drunken \_\_\_ Slurred \_\_\_ Lisp \_\_\_ Disguised \_\_\_ Crying

\_\_\_ Broken \_\_\_ Calm \_\_\_ Irrational \_\_\_ Rational \_\_\_ Angry \_\_\_ Incoherent

\_\_\_ Excited \_\_\_ Laughing \_\_\_ Righteous

\_\_\_ Accent Other \_\_\_\_\_

**Background noises:** \_\_\_ Voices \_\_\_ Airplanes \_\_\_ Street traffic

\_\_\_ Trains \_\_\_ Animals \_\_\_ Party \_\_\_ Quiet \_\_\_ Music \_\_\_ Factory Machines

\_\_\_ Horns \_\_\_ Bells \_\_\_ Office Machines

**Familiarity:**

Did the caller sound familiar?

Did the caller appear familiar with the building or area by his/her description of the bomb location?

**Name of person receiving the call:**

**Telephone number call received at:**

**Date and time call received:**

***IMMEDIATELY AFTER CALLER HANGS UP, REPORT TO ADMINISTRATION.***

# Teacher/ Staff Bomb Hazardous Device Threat Checklist

Classroom: \_\_\_\_\_

**If specific items are not applicable to a particular area, indicate with NA.**

Classroom Teacher: This is not a search, but a quick look around to ensure there are no unusual or suspicious items present in your classroom. **Check only items that are unusual.** Initial this sheet when complete.

Sweep Level One: (Floor-level to hip-level)		
___ Wastebaskets	___ Teacher's Desk	___ Boxes
___ Recycle bins	___ Cupboards	___ Tables
___ Student Desks	___ Bookcases	___ Book Bags/Backpacks
___ Electrical Outlets	___ AV Equipment	___ Filing cabinets
___ Other	_____	

Sweep Level Two: (Hip-level to head-level)		
___ Bookcases	___ Bulletin Boards	___ Whiteboards
___ Phone/Intercom	___ Air Vents	___ Switches
___ Posters/Pictures	___ Other _____	

Sweep Level Three: (Head-level to ceiling)		
___ Screens/Maps	___ Door closer	___ Air ducts
___ Smoke Detectors	___ Speakers	___ Clock
___ Light Fixtures	___ Other _____	

**Report any suspicious item to the Principal or designee.**

_____ Date _____
Classroom Teacher Signature _____

# **FIRE EMERGENCIES:**

**In the event of a fire, smoke from a fire or a gas odor has been detected:**

- Pull fire alarm if in Gym or Library and notify building occupants.
- Evacuate children and staff to the designated area.
- Notify fire department (call 911 or emergency number) and administrator.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous or blocked.
- Staff takes roster/list of children.
- Staff takes roll after being evacuated.
- Staff reports missing children to administrator immediately.
- After consulting with appropriate official, administrator may move children to a safe structure if weather is inclement or building is damaged.
- No one may re-enter building(s) until entire building(s) is declared safe by fire or police personnel.
- Administrator notifies children and staff of termination of emergency.
- Resume normal operations.

# **FIRE DRILLS:**

A fire drill will be held in each school building twice each semester. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year should be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent.

The Fire Evacuation Map will be posted in all classrooms.

Teachers will inform and practice the following with their students:

1. Exiting out of the assigned areas for their classrooms.
2. Orderly dismissal for safety during emergencies.

3. Windows/doors closed, lights off.
4. All students will meet on the east end of the football field for teachers to take roll.
5. Students will wait for an “All Clear” before reentering the building.

## **TORNADO/SEVERE THUNDERSTORM WATCH or WARNING**

**Tornado/Severe Thunderstorm *Watch* has been issued in an area near your facility:**

- Administrator Monitor the local Emergency Alert Stations, weather radio and television. He/She will stay in contact with the local emergency management officials.
- Notify staff to bring all persons inside building(s).
- Review tornado drill procedures and location of safe areas.  
*Tornado safe areas are in interior hallways or rooms away from exterior walls and windows, and away from large rooms with high span ceilings. Get under furniture, if possible.*
- Review “drop and tuck” procedures with children.

**Tornado/Severe Thunderstorm *Warning* has been issued in an area near your facility or tornado has been spotted near your facility:**

- Administrator move children and staff to safe areas.
- Administrator will remind staff to take rosters/lists of children.
- Staff will ensure that children are in “tuck” positions.
- Administrator will account for all children.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

## **TORNADO PROCEDURE:**

If a tornado has been sighted in the school area, the Civil Defense Siren will be sounded. Students (PreK – 12) are to gather in the interior hallways or rooms away from exterior walls & windows. Students in the gym are to gather in the halls adjacent to the stage. Students will sit down and cover the back of their heads with their hands. Practice drills will be conducted so that staff and students are prepared for such an event. The tornado procedure will be posted in all structures.

# HAZARDOUS MATERIALS SPILLS OR RELEASE

## **Incident occurred in school:**

- Notify building administrator.
- Call 911 or local emergency number, if material is known, report information.
- Evacuate to an upwind location, taking roster/list of children with you.
- Seal off area of leak/spill. Close doors.
- Secure/contain area until fire personnel arrive.
- Fire officer in charge may recommend additional shelter or evacuation actions.
- Consider shutting off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination.
- Follow procedures for sheltering or evacuation.
- Administrator notifies other leadership as necessary.
- Notify parent(s)/guardian(s) if children are evacuated.
- Resume normal operations after consulting with fire officials and cleared situation.

## **Incident occurred near facility property:**

- Fire or Police will notify facility leadership.
- Consider shutting off heating, cooling and ventilation systems in contaminated area to reduce the spread of contamination and evacuating children to a safe area or sheltering children in the building until transportation arrives.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- If evacuating, take roster/list of children with you.
- Notify parent(s)/guardian(s) if children are evacuated.
- Resume normal operations after consulting with fire officials.

# EVACUATION - RELOCATION CENTERS

## Evacuation procedures (Administrator):

- Administrator determines if children and staff should be evacuated outside of building or to relocation centers. Children and staff may be evacuated to a safe distance outside of the building(s). If it is determined that they are to be evacuated to a relocation center, they should walk to the St. Josephs Catholic Church building as the first option. They should walk to the Bethel Lutheran Church building as the second option.
- Administrator issues evacuation procedures.
- Administrator notifies children and staff.
- Administrator notifies relocation center if evacuation to relocation area is necessary.
- Direct children and staff to follow fire drill procedures and route. Remind staff not to mention "Bomb Threat". The administrator will inform the staff to follow the alternate route if the normal route is too dangerous.
- Turn off lights, electrical equipment, gas, water facets, air conditioning and heating system.
- Administrator notifies children and staff of termination of emergency.
- Notify parent(s)/guardian(s).

## Evacuation procedures (Staff):

- Direct children to follow normal fire drill procedures unless administrator or emergency responders alter route.
- Staff takes roster/list of children with them.
- Staff takes roll after being evacuated.
- Close doors and turn out lights.
- When outside building, account for all children. Inform administrator immediately if children are missing.
- If children are evacuated to relocation center, stay with children. Take roll again when you arrive at the relocation center.
- No one may re-enter building until fire or police personnel declare entire building safe.

## Outside of Building Locations:

- The *Primary* location is the area immediately to the East of the Library
- The *Alternate* location is the area across the street to the north of the administration building.

## Relocation Centers:

- St. Josephs Catholic Church: 605-967-2207 (first choice)
- Bethel Lutheran Church: 605-967-2275 (second choice)

# **WEAPONS**

## **Staff or child who is aware of a weapon brought to the facility:**

- Immediately notify the administrator or a staff member.
- Tell administrator or a staff member the name of suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- Report the last known location of the individual that was carrying the weapon and the direction of travel.
- If staff suspects that a child has a weapon, he/she should confidentially notify another staff member. The staff member should not leave the classroom.
- Call 911 if immediate threat.

## **Administrator:**

- Call police if a weapon is suspected, as viewed by a reasonable person, to be in facility.
- Ask another person to join you in questioning suspected child, staff member or visitor.
- Isolate child from weapon if possible. If the suspect threatens you with the weapon, do not try to disarm him/her. Back away with your arms up. Stay calm.
- Accompany suspect to private area to wait for police.
- Keep detailed notes of all events and why suspect was questioned.
- Notify parent(s)/guardian(s) if suspect is a child. Explain events which led up to incident.
- Document the incident.

# INTRUDER OR HOSTAGE SITUATION

## **Intruder – an unauthorized person who enters the property:**

- Ask another staff person to accompany you before approaching intruder (If he/she looks suspicious).
- Politely greet intruder and identify yourself.
- Ask intruder the purpose of his/her visit.
- Inform intruder that all visitors must register at a specified site.
- If intruder's purpose is not legitimate, ask him/her to leave.
- Accompany intruder to exit or off campus.
- Notify administrator or police.

## **If intruder refuses to leave:**

- Warn intruder of consequences for staying on school property. Inform him/her that you will call police.
- Notify police and administrator if intruder still refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located on campus, whether he/she is carrying a weapon or package, etc.).
- Administrator may issue lock-down procedures.

## **Witness to hostage situation:**

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify administrator. (Administrator may wish to evacuate rest of building, if possible)
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

## **If taken hostage:**

- Follow instructions of hostage taker.
- Try not to panic. Calm children if they are present.
- Treat the hostage taker as normal as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.
- Avoid soliciting demands.
- NEVER exchange yourself or anyone else for a hostage.
- DO NOT ask acquaintances or family members to talk to the subject.
- **If you are contacted by the office while the subject is in the room, respond with the phrase "we are locked down".**
- **In the event the subject begins shooting or assaulting people in your room, the students and staff member should exit the room, leave the building through the nearest exit, and run immediately to the St. Josephs Catholic Church and call 911 and the school administrator.**

# SHOOTING

## **If a person threatens with a firearm or begins shooting:**

### **Staff and Children:**

- **In the event the intruder begins shooting or assaulting people in your room, the students and staff member should exit the room, leave the building through the nearest exit, and run immediately to the St. Josephs Catholic Church and call 911 and the school administrator.**
- *If you are outside with the shooter outside – go inside the building as soon as possible. If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter; do not gather in groups.*
- *If you are inside with the shooter inside the building but not in your room – turn off lights; lock all doors and windows; shut curtains, if it is safe to do so. Place red or green card in window.*
- Children, staff and visitors should crouch under furniture without talking and remain there until an all-clear is given by the police officer, administrator or designee.
- Check open areas for wandering children and bring them immediately into a safe area.
- Staff should take roll call and immediately notify the administrator of any missing children or staff when it is safe to do so.

### **Administrator:**

- Assess the situation as to:
- The shooter's location
- Any injuries
- Potential for additional shooting
- Call 911 and give as much detail as possible about the situation.
- Secure the facility, if appropriate (possible lockdown).
- Assist children and staff in evacuating from immediate danger to safe area.
- Care for the injured as carefully as possible until law enforcement and paramedics arrive.
- Refer media to designated public information person per media procedures.
- Administrator to prepare information to release to media and parents/guardians.
- Notify parents/guardians.
- Hold information meeting with staff.
- Initiate a crisis/grief counseling plan.

# LOCK-DOWN PROCEDURE

**One means of securing the facility is to implement lock-down procedures. Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the building.**

- Administrator will use the Emergency Light System to direct staff members to lock down the entire campus. Students and teachers, follow classroom lock-down procedures. Ignore all bells and alarms and remain in lockdown unless you are instructed differently by the administrator or police.
- When the lockdown procedure is enacted, staff members will clear all students immediately outside the classrooms. Students and staff members will be confined in their room until notified of evacuation plans or that the situation is clear.
- Staff members will lock all doors and windows and turn off the room lights.
- Staff members will have students move away from windows and doors and sit near an interior wall out of the line of sight from outside windows.
- Cover windows of each room if possible and time allows.
- Remind students to be quiet, no talking.
- Account for the students in the classroom.
- Place red or green card in window to communicate with emergency responders. Place the appropriate colored card in doorway window or in outside window if room has outside windows.
  - A green card in the window indicates the classroom is safe.
  - A red card indicates that emergency assistance is needed as soon as possible.
  - No card will indicate to law enforcement the need to enter the room, as the intruder may be present.
  - **Assure students that they are safe, that actions are being taken to resolve the problem – the administration is in charge in the command post and the police are on their way.**
- Once your room is secured, DO NOT leave the room until escorted by police officers or you are given permission to leave by the administration.
- Teachers and students on playground go to Bethel Lutheran Church.
- If fire alarm sounds do not evacuate unless there is an obvious sign of fire (smoke, flames, sparks etc.).

# SERIOUS INJURY OR DEATH

## **If incident occurred at facility:**

- In most cases, no determination of death will be made at the school site. CPR and other first aid measures should be continued until the ambulance arrives to take the victim to the emergency room.
- Call 911. Do not leave the child/person unattended.
  - ***If the injured or deceased person was assaulted by an assailant and there is concern that the assailant may inflict further injury, wait until law enforcement secures the area.***
- Notify CPR/first aid certified persons in the facility of medical emergencies (names of CPR/first aid certified persons are listed in the Emergency Contacts section).
- If possible, isolate affected child/person.
- Initiate first aid if trained.
- Do not move victim except if evacuation is absolutely necessary.
- Notify administrator.
- Administrator notifies parent(s)/guardian(s) if injured or deceased person is a child.
- Direct witness(es) to psychologist/counselor/crisis team if needed. Notify parents if children were witness(es).
- Determine method of notifying children, staff and parents.
- Refer media to designated public information person for the facility.

## **If incident occurred outside of facility:**

- Activate Critical Incident Stress Management Team as needed.
- Notify staff if before normal operating hours.
- Determine method of notifying children, staff and parents. Announce availability of counseling services for those who need assistance.
- Refer media to designated public information person for the facility.

## **Post-crisis intervention:**

- Discuss with counseling staff or critical incident stress management team.
- Determine level of intervention for staff and children.
- Designate private rooms for private counseling/defusing.
- Escort affected children, siblings and close friends and other “highly stressed” individuals to counselors/critical incident stress management team.
- Assess stress level of staff. Recommend counseling to all staff.
- Follow-up with children and staff who receive counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or schedules to address injury or death.

# **SUICIDE OR SUICIDE ATTEMPT**

## **Suicide attempt at facility:**

- Verify information and **CALL 911**.
- Intervene as appropriate and safe. Try to calm suicidal person.
- Try to isolate suicidal person from other children. Keep other children safe. Prevent others from witnessing event if possible.
- Notify psychologist/counselor, administrator (see Emergency Numbers).
- Stay with person until crisis intervention arrives. **Do not leave suicidal person alone.**
- Administrator calls parent(s)/guardian(s) if suicidal person is a child.
- Determine method of notifying staff and other children. Initiate counseling plan as appropriate.

## **If attempt results in death or serious injury:**

- In most cases, no determination of death will be made at the school site. CPR and other first aid measures should be continued until the ambulance arrives to take the victim to the emergency room.
- **CALL 911**. Do not leave victim unattended until law enforcement or proper authorities arrive.
- Notify CPR/first aid certified person in facility of emergency.
- Isolate person if possible.
- Notify administrator.
- Activate **Critical Incident Stress Management Team**.
- Notify parent(s)/guardian(s) if person is a child.
- Direct witnesses to psychologist/counselor. Contact parents if witnesses are children.
- Refer media to designated public information person:
- Implement grief counseling plan as appropriate.

## **MEDIA PROCEDURES**

**All staff must refer media to designated spokesperson. The school assumes responsibility for issuing public statements during an emergency. The School District will use local media to provide prompt accurate information to the public.**

- The administrator serves as the facility spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Designated Spokesperson:

Kelly Daughters, Telephone: 605-969-2152 Ext. 205

Alternate Designated Spokesperson:

Kasey Hale, Telephone 605-967-2152 Ext. 203

### **During an emergency:**

- Work closely with other agencies such as law enforcement and fire in determining what information to release.
- Establish a media information center away from affected area.
- Update media regularly.
- Maintain log of all media inquiries.

### **Media Statement:**

- Create a general statement about what occurred.
- Emphasize safety of children and staff first.
- Briefly describe facility's response.
- Issue a brief statement consisting only of the facts.
- Do not release names or conditions of individuals involved to media.
- Inform the people where they should go or who to contact for further help.

**TO: Parents and/or Guardians of Faith Public School Students**

**FROM: Superintendent**

**SUBJECT: Emergency Procedures for Faith School**

The Faith School District has developed procedures designed to minimize danger to students and staff should an emergency occur at school. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking or by transportation provided by parents/guardians.

It is impossible to foresee all the potential emergencies, but we have worked with law enforcement officers and other emergency professionals to plan the most effective ways to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. These responsibilities are shared by us as school administrators and you as parents.

**In most emergencies your child/children will remain and be cared for at Faith School. In the rare event of an emergency affecting Faith School that prohibits re-entry to the buildings (such as a fire) students and staff will be removed immediately to our alternate sites, St. Josephs Catholic Church**

(First alternate site)

**Bethel Lutheran Church**

(Second alternate site)

**We ask you to follow the following procedure if you hear RUMORS of any school emergency.**

- 1. TURN ON YOUR RADIO TO KBHB AM RADIO.** We will keep them accurately informed of any emergency.
- 2. PLEASE DO NOT TELEPHONE THE SCHOOL.** We have limited phone lines. These **MUST** be used to respond to the emergency.
- 3. PLEASE DO NOT COME TO THE SCHOOL TO PICK UP YOUR CHILD UNLESS REQUESTED TO DO SO.** Any emergency involving Faith school may mean emergency vehicles and disaster workers must be able to get to the building.
  - a. If for any reason Faith School must be evacuated during regular school hours, Your child will be taken to and cared for at St. Josephs Catholic Church or Bethel Lutheran Church.
  - b. Stay tuned to the radio station for updated, accurate reports and information provided by the school district administration about when and where to pick up your child or wait for a phone call with this information. You will be asked to sign a release form when picking up your child. This is necessary for accountability purposes.

**PLEASE LOCATE THIS INFORMATION IN A CONVENIENT LOCATION FOR EASY REFERENCE**



