
SOUTHEAST TECHNICAL INSTITUTE
EMERGENCY OPERATIONS PLAN (EOP)

Appendix I

STI Emergency Response Guide

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GENERAL BUILDING RESPONSE GUIDELINE

This guideline is general in nature and may be modified depending on the situation, but provides overall guidance on steps and actions to be taken during an emergency situation.

School Incident Commander (President or Designee) Response:

- Call 911 and report the incident if necessary. Provide detailed information on your emergency.
- Notify the President or designee if necessary.
- Notify the Security Officer if necessary.
- Activate your Building Emergency Management Team if necessary.
- Communicate the nature of the emergency to other staff as necessary.
- Establish a Command Post and remain at that location.
- Coordinate and cooperate with public safety officials as they arrive or contact you.
- Coordinate and cooperate with the Emergency Management Team as needed and warranted.
- Confirm accountability of both students and staff and report discrepancies to public safety officials.
- Secure all doors to the building if appropriate.
- Secure all records and valuables in a safe place.
- After the incident, conduct a debriefing for all staff and responders.
- Develop and maintain written documentation of the incident.

Staff Response:

- Notify Security and the President or designee.
- Follow the appropriate response guideline as necessary.
- Follow instructions provided by Security and the President or designee.
- Cooperate with STI employees and/or public safety officials.

DEFINITIONS

Definitions' explaining the functions of Shelter in Place, Lockdown, Evacuation, and Reunification as it applies to actions taken during times of emergency and disaster.

Shelter in Place

Shelter in Place may be utilized as a precaution to ensure the safety and security of students and staff when there is an incident in the institute neighborhood that causes a potential safety concern or other times when deemed necessary. Shelter in Place includes moving all students and staff inside the building, making sure all exterior doors and windows are closed and locked, and posting a person at the front entrance to the facility to help control access. In most situations, the school day inside the building can continue as normal, however, there are situations where additional steps should be taken. Please refer to the Shelter in Place Function for more information. An example of when Shelter in Place may be utilized would be a law enforcement incident in the neighborhood, but not involving the STI itself.

Lockdown

A Lockdown is a response to an emergency situation. Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and main interior doors, staff can make it more difficult for dangerous person(s) in the vicinity of the facility to gain access to staff and students. Lockdown further requires that all staff and students seek as much physical safety as possible by using barriers to sight as well as physical barriers. Please refer to the Lockdown Function for more information. An example of a Lockdown situation would be a dangerous intruder within the school facility.

Evacuation

Evacuation is the coordinated and safe movement of all students, staff, and visitors from the school facility to a remote area of safety due to some type of hazard. This includes evacuation for fire, evacuation due to other non-fire situations, and remote evacuation to a different facility or building. Please refer to the Evacuation Function for more information. Fire is an example of when evacuation would be utilized. Fire is an example of when Evacuation would be utilized.

Reunification

The purpose of this Function is to provide safe, orderly and coordinated reunification of students and families if an emergency situation occurs that warrants evacuating and/or closing the institute during the school day. There are a wide variety of emergency situations that might require student/parent reunification. Please refer to the Reunification Function for more information. Student/parent reunification may be needed if the STI is evacuated or closed as a result of a hazardous materials transportation accident, major fire, natural gas leak, localized flash flooding, school violence, bomb threat, or terrorist attack.

ANTHRAX THREAT / SUSPICIOUS PACKAGES

Hazard Guideline

Staff Response:

If you have been exposed to the suspected substance:

- Attempt to remain calm. Remember that anthrax exposure is treatable and public safety and medical officials have plenty of time to react to suspected anthrax exposure cases.
- Do not continue to handle any item(s) that may contain anthrax spores or evidence or is suspicious in nature.
- If possible, try and cover any spilled contents or the suspicious item in question. Do not try and clean up any spilled material.
- Leave the room where the exposure occurred and isolate yourself from other people. Walk calmly and think of an isolated area that you can move to. If possible, close and lock the doors to the room of exposure.
- Wash your hands with soap and **COLD** water to prevent spreading powder to your face or elsewhere.
- Notify Security and the President or designee, or another staff member and request assistance.
- With your report of the situation, provide accurate information on the number of people exposed and location of the substance.
- Follow directions of responding emergency response personnel.
- If you have not been exposed to the suspected substance, await instructions from Security and the President or designee, or responding public safety officials.

ASSAULT

Hazard Guideline

Staff Response:

- Notify Security and the President or designee.
- Provide medical aid to the victim as necessary, possible, and within your level of training.
- Attempt to provide the victim with privacy.
- Follow instructions given by Security and the President or designee.
- Do not to use any names of persons involved on two-way radios and do not release any involved identities to anyone other than law enforcement and District officials.
- Keep all others away from the area where the incident occurred and don't let people walk through this area if possible.
- Keep the suspect at the incident site if this can be done safely.
- Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
- Assist public safety officials as requested.

ASSAULT, SEXUAL

Hazard Guideline

Staff Response:

- Notify Security and the President or designee.
- Attempt to dissuade the victim from washing, cleaning up or use of the restroom if possible.
- Attempt to provide the victim with privacy.
- Secure the crime scene if the event happens on school grounds.
- Do not use the victim's name on radios or release the victim's identity to anyone other than Security and the President or designee or law enforcement officials.
- Keep victims, witnesses, and suspects separated and do not disturb any potential physical evidence.
- Assist public safety officials as requested.
- Refer to Campus Sexual Assault Victims Bill of Rights (Public Law 102-325 sec 486)

SEXUAL ASSAULT

BOMB THREAT / SUSPICIOUS PACKAGES

Hazard Guideline

Staff Response:

- If you are the staff member who receives a threatening call or bomb threat, you should make every attempt to:
 - Prolong the conversation as much as possible
 - Identify background noises
 - Note distinguishing voice characteristics
 - Determine the caller's knowledge of the facility
 - Try to get a description of the bomb, where it is, and when it is due to explode.
- If you are receiving the call, utilize the "Threat Call Report" to record as much information as possible.
- During the call, attempt to signal another person to get Security and the President immediately.
- Follow the instructions on the "Threat Call Report" to activate the "Last Call Trace" procedure and annotate the results on the report.

If you are notified to conduct a preliminary search of your area:

- Staff members should scan their area of responsibility for any packages or items that could contain an explosive device (objects that they do not recognize as normally being present).
- If you are an administrator, go to your designated area and conduct an initial sweep of the evacuation routes and areas of the school grounds in anticipation of an evacuation.
- If no such items are identified, staff should notify Security and the President or designee that they have swept their area and no suspicious items were found.
- Take a roll to account for all persons in your area of responsibility in case evacuation is ordered at a later time.

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- If any suspicious items are identified, **DO NOT** disturb them. Direct all people in the area to follow you out of the area and inform Security and the President or designee of your findings.
 - Follow Security and the President or designee's instructions.

If you are notified to evacuate:

- Follow the Evacuation Guidelines
- Do not use cell phones, radios, or other electronic devices within a block of the building during the bomb alert. These devices could activate the bomb.
- Follow Security and the President or designee's instructions.

CHEMICAL / HAZMAT RELEASE

Hazard Guideline

Staff Response

If you discover the spill or release, leave the area immediately and notify the President or designee. Dial 911 and report the incident.

1. If instructed to do so, evacuate according to the Evacuation Guideline.
2. If instructed to do so, shelter in place:
 - All outdoor students, staff, and visitors move quickly inside the facility immediately returning to their respective classrooms.
 - Close all exterior windows and doors.
 - If instructed to do so, use tape to cover all exterior windows and doors with plastic to help reduce airflow into the area. Wet towels can be used to reduce airflow under doors.
 - Conduct business as usual unless the situation warrants differently or instructed otherwise by the President/designee/Incident Command.
 - Custodial staff will close all outside air vents and turn off heating or ventilation systems. Use tape to cover any cracks, crevices, electrical outlets, cable television connections or other openings that might allow air to flow into the shelter area.
 - If there is danger of explosion, instruct everyone to move to an interior area without windows such as tornado shelter designated areas, duck and cover.
3. Follow the President/designee/Incident Command instructions.
4. Take your Go-Kit and be prepared to render first aid, if necessary, and assist with any necessary decontamination process required.
5. Be prepared to initiate Communication, Evacuation and Reunification Guidelines.

CIVIL UNREST / HAZMAT RELEASE

Hazard Guideline

Staff Response:

- If you become aware of a civil unrest situation, notify Security and the President or designee.
- If you are in an outdoor or indoor area that is affected, attempt to gather students and move them to a secure area.
- Implement a Lockdown if instructed to do so. Follow the Lockdown Guidelines.
- Speak in calm and clear tones and work to keep students calm.
- Do not engage any participants verbally or physically unless you are forced to do so to protect yourself or students.
- Be prepared to evacuate and reunify if it becomes necessary.
- If you are able to observe the participants safely, visually scan them for any signs that they may have a weapon as well as their actions and relay to Security and the President or designee as you are able.

DEATH (STUDENT/STAFF)

Hazard Guideline

Staff Response

- Notify Security and the President or designee.
- Provide CPR and/or First Aid to the victim to your level of training.
- Follow Shelter in Place, Lockdown, or Evacuation Guidelines if activated by Security and the President or designee.
- Keep the incident scene secure. Do not allow anyone to disturb possible evidence. Identify witnesses, keep them separated and ask them not to discuss the incident until law enforcement officers arrive.

These instructions are valid for accidents, apparent suicides and homicides. All deaths will be treated by law enforcement as a homicide until a formal investigation is completed.

- Conduct a classroom meeting as instructed by Security and the President or designee:
 - Allow students to discuss concerns
 - Acknowledge student feelings
 - Dispel rumors
 - Let students know where counseling is available

DEATH (STUDENT / STAFF)

DISRUPTIVE/UNRULY PERSON

Hazard Guideline

Staff Response:

- Notify Security and the President or designee of your situation by the best and safest available means.
- Instruct students to move away from the unruly individual(s)/area.
- Speak in a calm and firm voice.
- If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s).

For example, take a position behind the counter. Consider potential escape routes for yourself and staff in the event the individual(s) become combative.

- Visually scan the individual(s) for any signs that they may have a weapon as well as their actions and relay to law enforcement as you are able.
- Do not physically confront the individual(s) unless you or a student is attacked or an attack appears imminent. If you decide that it is appropriate to use physical force, comply with Institute guidelines and use only the minimal amount of force that is necessary to subdue or incapacitate the individual.
- Follow Shelter in Place, Lockdown, or Evacuation Guidelines if activated by Security and the President or designee.
- Cooperate with law enforcement when they arrive.

DISRUPTIVE / UNRULY PERSON

EXPLOSION

Hazard Guideline

Staff Response

- Notify Security and the President or designee.
- Notify main office of injury or illness and the exact location of the injured or ill individual(s) or persons affected.
 - Do not use names of injured or ill individuals over radio communication devices.
 - Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training.
- Follow Shelter in Place, Lockdown, or Evacuation Guidelines if activated by Security and the President or designee.
- Secure the scene if a crime may have been committed. Do not disturb any evidence.

FIRE

Hazard Guideline

Staff Response

- Activate fire alarm.
- If a fire is detected, report the exact location of the fire to Security and the President or designee.
- Evacuate according to the Evacuation Guidelines. Follow the accountability procedure identified in the Evacuation Guideline.
- Close all windows and doors in the room and turn off the lights upon exiting.
- Administrators will check hallways, classrooms, and storage areas to make sure everyone is out of the building.
- Assist any individuals with special needs in your area needing assistance in evacuating.
- Take attendance once at the evacuation site.
- Report any missing persons to Security and the President or designee.
- Keep all students and staff in your designated areas.
- Return to your classroom when instructed to do so.

In any building, fire control is “enhanced” when room doors are closed. It is expected that:

- *When classes are in session, doors may be open or closed, as the instructor may desire. However, if doors are closed, the inside of the classroom must be visible. View of the classroom may not be blocked by materials.*
- *When classes are not in session and the room is not occupied, doors should always be closed.*
- *If an instructor and the class leave the room when school is in session, the classroom door should be closed.*

FIRE

FLOODING

Hazard Guideline

Staff Response

- Notify Security and the President or designee.
- Unplug all appliances. Do not touch electrical equipment.
- Avoid downed electrical lines.
- If there has been flooding in the community, do not drink tap water due to possible contamination.
- Do not stack sandbags against the facility as this may lead to structural damage.
- Follow guidance issued by Security and the President or designee.

FLOODING

FOOD CONTAMINATION

Hazard Guideline

Staff Response:

- Notify Security and the President or designee immediately when contamination is suspected.
- Take immediate action to prevent others from consuming food or beverages until the actual source of contamination can be determined.
- Follow the directions of Security and the President or designee.

HOSTAGE SITUATION

Hazard Guideline

Staff Response:

If you are not among those taken hostage:

- Implement Lockdown as appropriate and instructed.
- If you have a safe means to do so, notify Security and the President or designee and/or call 911.
- Provide as much information as possible.
- Try to keep students calm and quiet.
- Follow directions given by Security and responding public safety officials.
- If you are instructed to follow lockdown procedures, be prepared to evacuate when instructed to do so by public safety officials.

If you are among those taken hostage:

- Do not attempt to negotiate or make suggestions with a hostage-taker.
- If the intruder tells someone to leave the room or area, the person needs to leave to avoid angering the intruder or escalating the situation.
- Try to remain calm and keep the students under your care as calm and quiet as possible.
- Ask permission from the hostage-taker(s) prior to taking any action.
- Try not to make any unexpected or sudden movements.
- NEVER exchange yourself or anyone else for a hostage.
- Follow instructions given by responding public safety officials.
- Do not point out law enforcement officers if you become aware of their presence.
- If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.
- If you are contacted by the officials while the intruder is in the room, respond with the phrase “we are locked down”.
- In the event the intruder begins shooting or assaulting people, exit the room, leave the building through the nearest exit, and run towards public safety officials.

INJURY OR ILLNESS / MEDICAL EMERGENCY

Hazard Guideline

Staff Response

- Call 911 if applicable and send someone to meet the ambulance and police.
- Notify Security and the President or designee of injury or illness and the exact location of the injured or ill individual(s) or persons affected.

Do not use names of injured or ill individuals over radio communication devices.

- Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training
- Take precautions against contact with bodily fluids.
- Comfort and reassure injured or ill person.
- Secure the scene if a crime may have been committed. Do not disturb evidence.

INTRUDER/SUSPICIOUS PERSON

Hazard Guideline

Staff Response:

- Notify Security and the President or designee if you observe an intruder or suspicious person in or around the school grounds.
- Follow Lockdown or Shelter in Place instructions as necessary.
- Communicate with Security and the President or designee if you have pertinent information (use the intercom, e-mail, radio or telephone as available).
- Attempt to calm students under your care.
- Do not attempt to approach suspicious persons.

MISSING STUDENT/KIDNAPPING

Hazard Guideline

Staff Response:

- If you become aware of a missing person or possible abduction, notify Security and the President or designee immediately.
- If a Lockdown or Shelter in Place is announced, follow those instructions.
- If a search is initiated, each staff member should carefully search his or her area of responsibility for the missing student(s), child or children.

Any potential hiding place should be searched, including crawl spaces, rest rooms, storage closets, cabinets and storage containers. Missing children have frequently been found hiding in these types of areas.

- Staff members should advise Security and the President or designee of the results of the search as soon as the search is completed.

PUBLIC HEALTH EMERGENCY / CONTAGIOUS DISEASE

Hazard Guideline

Staff Response

- Follow instructions provided by Security and the President or designee.
- Decontaminate as appropriate (specific procedures provided by public health).
- Assist in epidemiological investigation conducted by the public health agency, as necessary.
- Assist medical officials in treating staff and students as required.

RADIOLOGICAL RELEASE

Hazard Guideline

Staff Response

- If you become aware of the release, notify Security and the President or designee.
- If instructed to do so, evacuate according to the Evacuation Guideline.
- If instructed to do so, shelter in place according to the Shelter in Place Guideline.
- Follow Security and the President or designee's instructions.
- Cooperate with public safety officials responding to the incident.
- Be prepared to render first aid, if necessary, and assist with any necessary decontamination process required.

RADIOLOGICAL RELEASE

TORNADO / SEVERE WEATHER

Hazard Guideline

Staff Response:

- If a “Tornado or Severe Thunderstorm Watch” is announced, review guidelines for “Tornado or Severe Thunderstorm Warning” and take steps to be able to implement “Warning” actions if needed.
- If a “Tornado Warning” is announced:
 - Move all people and activities indoors.
 - Move into tornado safe areas.
 - Assist any individuals with special needs.
 - Instruct all students to remain in the duck and cover position until danger passes.
- After the All-Clear announcement is made; take roll to determine if anyone is missing.
- If evacuation is announced, follow the Evacuation Guideline and ensure accountability of all students and staff is conducted after evacuation.
- Provide medical aid to victims as necessary, possible, and within your level of training.

TRANSPORTATION ACCIDENT

Hazard Guideline

Staff Response if ON or near school property:

- Notify Security and the President or designee of the accident, injuries, and the exact location of the injured individual(s) or persons affected. Do not use names of injured individuals over radio communication devices.
- Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training
- Take precautions against contact with bodily fluids.
- Comfort and reassure injured or ill person.
- Keep all students that were involved together and do not allow their release until cleared to do so by Law Enforcement or other Emergency Responders and Security and the President.
- Secure the scene if a crime may have been committed. Do not disturb any evidence.

Staff Response if OFF school property:

- Call 911 if needed.
- Notify Security and the President or designee of accident, injuries, and pertinent information concerning the accident.
- Do not move injured or ill unless the scene is unsafe.
- Provide first aid, if needed, and only to your level of training
- Take precautions against contact with bodily fluids.
- Comfort and reassure injured or ill person.
- Keep all students that were involved together and do not allow their release until cleared to do so by Law Enforcement or other Emergency Responders and Security and the President.
- Cooperate and coordinate with local public safety officials.

UTILITY FAILURE

Hazard Guideline

Staff Response:

- Notify Security and the President or designee of the utility failure.
- Consult with Security and the President or designee as to the safety of continuing normal activities as appropriate.
- Follow the instructions provided by Security and the President or designee.

UTILITY FAILURE

WEAPON, REPORT OF

Hazard Guideline

Staff Response:

- Immediately report to Security and the President or designee any situation in which a person is believed to be in possession of a weapon on school property. Notification should be made in a discreet manner if possible.
- Do not attempt to confront a person who is believed to be armed and do not attempt to search people for weapons.
- If a weapon is inadvertently located on the premises, move all students and staff away from the weapon and do not attempt to pick up or handle the weapon.
- Cooperate with law enforcement officials when they arrive.

WEAPONS USE

Hazard Guideline

Staff Response:

- If you witness a weapons use incident, follow the most suitable procedure (Lockdown or Evacuation from the area) and notify Security and the President or designee as rapidly as is safely possible.
- Follow Lockdown or Evacuation Functions as directed by Security and the President or designee.
- When it is safe to do so, attempt to obtain the names and locations of any violators, witnesses and victims from students under your care and forward this information to Security and the President or designee.
- If possible, secure any victims to protect them from further harm.
- Move students under your care away from armed individuals unless you feel that it will escalate the situation or place them in greater danger or if you are under Lockdown.
- If the weapon(s) have been dropped or discarded, secure the area where it is located, but do not attempt to handle it yourself. Notify Security and the President or designee.

WINTER STORM
Hazard Guideline

Staff Response:

- Follow instructions provided by Administration.

SHELTER IN PLACE

Staff Response

1. All outdoor students, staff, and visitors move quickly inside the facility immediately returning to their respective classrooms and areas.
2. Secure and lock all exterior doors.
3. Conduct business as usual unless the situation warrants differently or instructed to do so by the President/designee/Incident Commander.
4. Do not open exterior doors and allow access for other than law enforcement or District authorities.
5. Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.
6. Do not allow students, visitors, or staff to exit the building until the all clear is given by the President/designee/Incident Commander.
7. Be prepared to initiate communication, Evacuation and Reunification Guidelines.
8. Reunification procedures may be implemented depending upon the situation at the discretion of the President/designee/Incident Commander.
9. Follow the President/designee/Incident Command instructions.

(NOTE: A shelter-in-place response to an emergency is necessary when there is a potential for a life-threatening emergency to threaten the occupants of a building. Different from Lock-Down procedures in that students/staff continue to operate as normal within the building, as directed by the President/designee/Incident Commander.)

EVACUATE – HIDE – TAKE ACTION

Intruder/Weapon/Hostage/Active Shooter/Hostile Individual/Criminal Activity

Staff Response

- 1. EVACUATE • Have an escape route and plan in mind • Leave your belongings behind • Keep your hands visible • Move to the designated “offsite” location.
- 2. HIDE OUT/LOCKDOWN • Hide in an area out of the shooter’s view • Block entry to your hiding place, lock the doors and turn out lights • Silence your cell phone and/or pager • Audible ring tones should be turned off • Remain Quiet, no talking • Account for people in the room and respond to Incident Command when called upon.
 - Use red and green cards to communicate with emergency responders. Place the appropriate colored card in the doorway window and an outside window if the room has outside windows. If your door does not have a window, place the card under the door of your room.
 - A green card in the windows 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.
 - Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.
 - Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.
- 3. TAKE ACTION • As a last resort and only when your life is in imminent danger • Attempt to incapacitate the shooter • Act with physical aggression and throw items at the active shooter.
- WHEN LAW ENFORCEMENT ARRIVES • Remain calm and follow instructions • Put down any items in your hands (i.e., bags, jackets) • Raise hands and spread fingers • Keep hands visible at all times • Avoid quick movements toward officers such as holding on to them for safety • Avoid pointing, screaming or yelling • Do not stop to ask officers for help or direction when evacuating
- CALL 911-WHEN IT IS SAFE TO DO SO •

LOCKDOWN

*Intruder/Weapon/Hostage/Active Shooter/Hostile Individual/
Criminal Activity/Dangerous Animal

Staff Response

- Seek a secure hide location immediately. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
- If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
- If possible, report your status to Security and the President or designee by telephone, radio, or intercom.
- If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
- Remain Quiet, no talking.
- Account for people in the room and report to Security and the President or designee when called upon.
- If all students are accounted for, post GREEN status card in door window. If your door does not have a window, place the card under the door of your room. If you cannot account for all students, have a medical emergency, or have noted something suspicious, post RED status card in door window. (modified)
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.
- Remain in place if the fire alarm system rings. Fire evacuation will be signaled by Campus Security.
- Phones (including cell phones) are not to be used unless communicating critical information to front office. Audible ring tones should be turned off.
- If confronted by a suspicious person, be courteous and confident. Keep a distance between yourself and the individual and avoid confrontation. Provide law enforcement with as much detail as possible about incident. Quickly and specifically, follow law enforcement instructions.

(Note: If students are outside the building, supervising staff should move them to the nearest secure area and follow the instructions above. If students cannot be moved safely into a secure area, they should be evacuated to an alternate site or a safe distance off campus and the police and/or President notified of their whereabouts as soon as possible.)

EVACUATION

FIRE

Staff Response

- Gather all students and visitors in your area of responsibility to evacuate according to the fire evacuation plan.
- Ensure that special needs persons in the immediate area are provided assistance by designees.
- Close all windows and doors in the room and turn off the lights upon exiting.
- If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
- During the evacuation, remain alert to any potential hazards in the area. Hazards may exist due to vehicular traffic, dangerous individuals or other situations.
- Once evacuees have reached the evacuation site, develop a written list of all evacuees and provide the list to Security and the President or designee.
- Remain alert to potential dangers in the area and properly supervise students under your care.

NON-FIRE

Staff Response

Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and site for secondary hazards. They should immediately report their findings to Security and the President or designee.

Note: Security and the President or designee will typically direct that this step be completed before making the general announcement for evacuation of the building.

Other staff:

- Conduct a brief but complete scan of your classroom or work area looking for any suspicious items.
- Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by Security and the President or designee.
- Ensure that all special needs persons are provided assistance by their designees.
- Close all windows and doors in the room and turn off the lights upon exiting.
- Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify Security and the President or designee.

- Once you reach the designated evacuation site, develop a written list of all evacuees and provide the list to Security and the President or designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
- Remain alert to potential dangers in the area and properly supervise students under your care.
- Do not attempt to reenter the facility unless Security and the President or designee directs you to do so.
- Do not allow students to use portable telephones. Confiscate any electronic communications devices that are prohibited by policy. The use of cellular phones can trigger explosive devices in some instances and can result in loss of control of the situation.
- Do not use portable phones unless a significant emergency situation exists (such as a person with a serious injury or some dangerous condition that must be reported immediately).

REUNIFICATION

Facility Staff Response

- Follow non-fire evacuation procedures and guide students to the designated evacuation site.
- Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
- Follow the instructions of Reunification staff when you arrive at the Reunification site. You may be asked to assist in staffing the site.

PARENTAL/GUARDIAN ROLE

This section is included only for reference purposes.

During an emergency, or threat of emergency, school officials and law enforcement take specific, planned steps to keep students and staff safe. Emergency plans are confidential in order to ensure that they are not compromised. But what can parents and others in the community expect.

1. STI officials will work closely with emergency first responders.
2. STI will go into either shelter-in-place mode or lockdown mode.
 - Shelter-in-place mode - occurs when there is a threat outside the building or there is a non-threatening circumstance when people need to be kept away from areas (e.g. medical emergency or disturbance). For schools that lock doors during the school day, secure mode only adds the provision that no one can enter or exit the school.
 - Lockdown mode - usually occurs when there is a threat or intruder inside the building.
3. STI officials will make calls on the Mass Communication Alert System to notify parents. We understand that parents and guardians may wish to take their student out of school during these times. Unfortunately, the desire to contact students may create situations that further complicate an emergency.

If parents/guardians choose to come to school during an emergency, they will not have the kind of access to the school and your student to which you are accustomed. The following information is important:

- We suggest that parents/guardians refrain from coming to the STI during an emergency. We may close the institute and parking lot to everyone except for police, emergency workers, and school officials.
- The presence of additional people on or near institute grounds makes it more difficult for police, emergency workers, and institute staff to do their jobs. Parents/guardians who do come to the STI will have to wait in cars or outside the institute until we are certain the situation is safe.
- Until all students and the STI buildings are safe and secure, we do not release students from our supervision.
- If there is an evacuation from the STI, all students will be moved to a secure, safe location away from the institute under the supervision of instructors and administrative staff.

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- Because of the need to maintain order, STI staff may not release students even if parents/guardians have told their student to leave. Students are safer under the supervision of STI staff than on his or her own.
 - Please refrain from using cell phones and land lines to call the STI or students, as this ties up the phone lines for emergency personnel handling the situation.

During a crisis, the STI puts a priority on providing accurate, timely information as it becomes available. We will coordinate any release of information with law enforcement. However, it will not contain all the details of the incident and updates may not be frequent as STI officials' priority will be ensuring the safety of the staff and students. To get information, parents/guardians should monitor the STI web sites and local media outlets. Parents/guardians who call the STI office may find that access is not possible due to limited telephone line capacity.

EMERGENCY COMMUNICATIONS GUIDELINES

External Communication

1. When an incident occurs involving an emergency situation, call 911, Metro Communication. The decision must be made by STI staff as the situation unfolds, based on the best information available at the time.

2. Following the 911 call, call the Security Officer and the Office of the President. The Office of the President will notify all offices and personnel necessary to support the institute. Contact the Security Officer to report all security issues. Examples of these types of calls include: weapon discovered, bomb threats, missing students, lockdowns, terroristic threats/threats of violence, gang activity, and any other issue that may affect the safety & security of students and staff. When in doubt contact the IPC.

3. STI staff and instructor primary concern is for the safety of any students or staff members in his or her building. The Office of the President staff will report the incident to the Superintendent of the Sioux Falls School District as necessary:

- Superintendent's Office - including the Business Manager and Assistant Superintendent
- Community Relations Supervisor
- Director of Operational Services

4. Once the initial notifications have been made, follow up will begin. The STI staff will coordinate the response via the Emergency Operation Center (EOC). Follow up will be on a strict as needed basis to provide emergency and communications support.

5. When appropriate, communication between staff and the Office of the President may take place via land-line, cell phone, and portable radio. Note that land-line and cell phone communication may be limited due to system capacity.

6. The Office of the President may contact the Sioux Falls School District Community Relations Supervisor to seek additional support in developing mass communication alert system notifications or letters to parents/guardians as needed. The STI Public Information Officer is responsible for all mass communication alert system notifications.

Internal Communication

1. The Office of the President will designate for the STI to the staff what the primary and alternate means of communication will be during emergency situations. Internal STI means of communication include: public address system, cell phone, and portable radio.

2. Staff, instructors and administrators should attempt to contact their STI Security Officer to coordinate response, security, and support requirements.

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3. The Incident Commander or STI Security Officer will coordinate with first response agencies upon their arrival to establish a unified command post and provide a situation update.

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Attachment #1 – Threat Call Report

RECORD THE EXACT WORDS USED BY THE CALLER:

ASK:

- Who are you?

- Why are you doing this?

IF THE CALLER REFERS TO A BOMB, ASK:

- What time is it set for?

- Where is it?

- What does it look like?

VOICE ON THE PHONE:

Man_____ Woman_____ Child_____

Intoxicated_____ Speech Impediment_____ Accent_____ Other_____

BACKGROUND NOISE:





Music_____ Children_____ Talk_____ Airplane_____

Traffic_____ Typing_____ Machines_____ Other_____


LAST CALL TRACE PROCEDURE

The procedure on the **5312 phones** would be as follows.

To display the call history and view call detail:

1. Press the Call History feature key. The total number of missed calls is displayed in brackets (), the number of new missed calls is indicated with a *.
2. To browse through the list of missed calls, press * or the Yes softkey, followed by the  (UP) and  (DOWN) keys to scroll through the list.
3. To view answered or outgoing calls, press # or the No softkey (once for Answered, twice for Outgoing), followed by the  (UP) and  (DOWN) keys to scroll through the list.
4. To view the number of the call, press the # or Options softkey. When the Options screen is displayed, press the * or Details softkey to display the number. Press the # or Next softkey to display the call time and date.

For the **5330 phones** the procedure would be as follows.

1. From the idle display, press the blue Applications  key and then press Call History. (Missed|Calls) appears next to the key label if you have missed calls.
2. Press
 - Missed to view your missed calls (if any).
 - All to view a list of all logs (5340 IP only)
 - Answered to view logs of your incoming calls
 - Made to view logs of your outgoing calls.
3. Use the navigation keys at the bottom of the display to move to the previous, first, or next page of logs. The total number of logs in the current list is shown in the bottom left corner of the display. The bottom right corner shows the range of logs (for example 1 -7) that are currently displayed.

SCHOOL: _____

COMPLETED BY: _____

DATE & TIME: _____