

**EMERGENCY
OPERATING
PROCEDURES
GUIDE
(EOP)**

**OILTON
PUBLIC SCHOOLS**

November, 2013

RUNAWAY

ABDUCTION

FIRE

TORNADO

BOMB

SUICIDE

CHILD
ABUSE

INJURY
ILLNESS

INTRUDER

GUNFIRE

ASSAULT

STUDENT
VIOLENCE

MEDIA

EMERGENCY TELEPHONE NUMBERS

City Emergency Services.....911
Fire, Police

Statewide and National Services:

AIDS Hotline.....1-800-535-2437
(1-800-535-AIDS)

Child or Adult Abuse
Hotline.....1-800-522-3511

Highway Patrol.....405-627-0440

Hospitals:

Cushing Regional..... 918-225-2915
Hillcrest.....918-584-1351
Life Flight.....918-494-6977
St. Francis.....918-494-2200
St. John.....918-744-2191
Tulsa Reg. Med. Center.....918-587-2561
Stillwater Medical Center.... 918-372-1480

Missing and Exploited Children..... 918-843-5678

National Weather Service.....918-743-3311

Poison Control Center.....800-764-7661

Sheriff Department.....918-224-4964

Teen Hotline.....800-522-8336
(1-800-522-TEEN)

Toxic Chemical & Oil Spills.....800-424-8802

Youth Crisis & Runaway.....800-448-4663
Hotline (1-800-HIT-HOME)

Safe Call.....1-877-723-3225
Ext. 651

AFTER HOURS BUILDING EMERGENCY NUMBERS

The following are district administrators which can be contacted in the event of an emergency that occurs after regular school hours:

Matt Posey.....918-729-9438
Superintendent

Tim Kruse.....405-334-7464
Elementary/High School Principal

Scott Woodson.....918-740-3137
Elementary Curriculum Director

Paul Stokes.....918-844-5613
Maintenance Director

Patty Clawson.....918-691-0236
Transportation Director

EMERGENCY PROCEDURES GUIDE

GUIDE OBJECTIVES

At Oilton Public Schools, the students are our top priority. All of our policies and procedures are written to provide the best education possible, as well as the best care in the effective domain of each student's life. In addition, we are security of all students and staff members.

While we hope the procedures contained in this guide will never have to be used, it has been designed to help school personnel act quickly and efficiently should a real or potential crisis situation arise. Well planned emergency procedures not only provide action plans to help deal with major crisis situations, they also facilitate quick and effective intervention that can diffuse a potentially serious situation before it reaches crisis proportions.

The objectives of this guide are:

1. To provide school personnel with quick access to recommend procedures in emergency situations.
2. To help diffuse potentially serious situations before they escalate and become serious emergencies.
3. To define the roles of various school personnel in the event of an emergency situation.
4. To help maintain a calm yet responsive environment during emergency situations.
5. To help with the disbursement of accurate information to all relevant parties (law enforcement, media, parent, etc.)

The contents of this guide are not intended to create any contractual or other legal rights and are designed to be used solely as a guide by employees of Oilton Public Schools.

OILTON PUBLIC SCHOOLS

EMERGENCY RESPONSE PROCEDURES

Tornado Safety

- I. Definition
 - A. Tornado Watch: Conditions are favorable for a tornado or severe weather.
 - B. Tornado Warning: A tornado has been spotted in or around the area and immediate shelter should be taken.
- II. Steps of Action for Staff
 - A. Tornado Watch: Administrative Team will monitor the weather by staying in communication with the civil defense and local radio/television media.
 - B. Tornado Warning: Follow the procedures outlined for your area and take shelter.
- III. Tornado Safety Procedures

The tornado signal is a series of on-off signals of the alarm. When the tornado signal is sounded, all students and teachers will go to the designated areas.
- IV. Steps for Administrative Team
 - A. Tornado Watch
 1. Monitor the weather by staying in communication with the civil defense and local radio/television media.
 2. Assign "Tornado Warning" responsibilities among team members present.
 - B. Tornado Warning
 1. One team member should go immediately to activate the alarm.
 2. All other team members present should go immediately to the Superintendent's office to be assigned responsibilities for "all-clear" procedures.
 - C. "All-Clear" Procedures
 1. Notify the Superintendent we have "all-clear".
 2. All other administrative team members should disburse throughout the school and notify those in shelter areas that we have an "all-clear".

Fire Safety

I. Definition

- A. The fire alarm will be sounded when a fire is present on campus or the threat of a fire is present.

II. Steps of Action for Staff

If you observe a fire or threat of a fire:

- A. Go immediately to the nearest exit and activate the fire alarm.
- B. Follow designated procedures of evacuation for your area.

III. Steps for Administrative Team

A. Between 8:00 a.m. and 5:00 p.m. Monday through Friday:

1. When the alarms sounds in a building, go immediately to the administrator's office to determine where the alarm was activated.
2. A team member should proceed to that area to verify the situation and immediately report to administration offices.
 - a. If the situation is real- report "Situation is real".
 - b. If the situation is false- report "Situation is false".
Please call 911 to report a false alarm at this location and ask that the run be cancelled.
3. All other team members should go to the administrative office of the building and await report of situation. The secondary meeting place will be the Superintendent's office.
4. If a false alarm:
 - a. The alarm/detector that was activated should be reset and the system should be re-activated.

B. Between 5:00 p.m. and 10:00 p.m. Monday through Friday:

1. When the alarm sounds- the night maintenance crew and all employees on campus will go immediately to the administrative office control panel to determine where the alarm was activated.
2. A team member should proceed to that area to verify the situation and immediately dial "911" to report.
 - a. If the situation is real- report the "Situation is real".
 - b. If the situation is false- report the "Situation is false".
Please call "911" to report a false alarm at this location and ask that the run be canceled.
3. All other team members should go to the administrative office of the building and await report of the situation. The secondary meeting place will be the Superintendent's office.
4. If a false alarm:
 - a. The alarm/detector that was activated should be reset and the system be re-activated.

5. If the situation is real- the night custodian will call the Superintendent and assemble with all team members on campus at the secondary meeting place.
- C. Between 10:00 p.m. and 8:00 a.m. Monday through Thursday or between 5:00 p.m. Friday and 8:00 a.m. Monday.
1. Personnel at the fire station/police department have keys to all buildings on campus. They should not have any problems responding to the fire. However, it is the responsibility of the person that receives the call to go to the school immediately and coordinate activities which include:
 - a. Notify the Superintendent if needed.
 - b. Notify the Administrative Team if needed.
 - c. Notify Maintenance Supervisor if needed.

V. Fire Safety Procedures

The fire and bomb threats signal is a continuous ringing of the alarm. When the signal is sounded, all occupants should leave the building in an orderly fashion, assemble directly outside of their designated exit area away from the building and remain there until notified by proper officials. Occupants should move far enough away from the building to ensure their safety in the event of a fire related explosion and to allow access by emergency service providers.

HAZARDOUS MATERIAL ACCIDENTS

I. Definition

Any accident involving hazardous materials.

NOTE: A hazardous materials accident could affect a large number of people through massive contamination of a community, personal injury, property damage, fires, explosions, ect.

II. Steps of Action for Staff

IF AN ACCIDENT INVOLVING HAZARDOUS MATERIALS OCCURS IN YOUR OFFICE AND/OR CLASSROOM AREA:

- A. Call the administrative offices and report that you have a hazardous material accident. Give the exact location, and ask that the Emergency Response Team be activated.
- B. Follow recommended protocol for your area and await arrival of the Emergency Response Team.

III. Steps for Emergency Response Team

- A. An accident within a classroom, office, or shop area on campus:
 - 1. Approach the area and assess the situation.
 - 2. If needed, activate/notify the fire department.
 - 3. Notify the Superintendent of an emergency.
 - 4. Provide first aid to people as necessary.
 - 5. In case of chemical spill, call "911" and notify local fire department.
- B. If the accident affects the campus, but does not occur on campus:
 - 1. Warning of HAZMAT accident will usually be made by fire or police departments. The Superintendent should stay in contact with the agency that issued the warning and decide the need to evacuate the building and/or the school grounds.
 - 2. Immediately contact the Superintendent.
 - 3. If evacuation is not necessary, close the doors, windows, air conditioning intakes, and air handlers. These procedures must be done immediately.
 - 4. If it is necessary to evacuate the area, move students uphill, upstream, and upwind from the accident area.
 - 5. Maintain contact with local officials for further information.

UTILITIES DISRUPTION

- I. Power Outage
 - A. Call OG&E (800-272-9741) and find out when the power will be restored.
 - B. Superintendent to decide to dismiss students and staff.
 - C. If outage occurs during an extra-curricular event, building-level administrator in charge is to make the decision to cancel the activity based on information provided from OG&E and taking into consideration safety of staff, students and patrons of community. If no information is available from OG&E, evacuate all staff, students and patrons from school facilities. If power is not restored after a period of twenty (20) minutes, the event is to be cancelled by the building level administrator.
 - D. Turn off all air conditioning and air handler units.
 - E. Turn off all computers or as many as possible.
- II. Gas Line Break
 - A. Clear the area immediately (evacuate building if necessary).
 - B. Call emergency number of City of Oilton (gas department)
 - C. Call fire and police department by calling 862-3202.
 - D. Inform Superintendent.
 - E. If the leak is in the building, leave all electrical apparatus as is (i.e do not turn the lights on or off.) Do not create sparks and do not turn the gas back on.
- I. Water Main Break
 - A. Call the City Water Department
 1. 8 a.m. – 5:00 p.m. – 862-3202
 - B. Call the school maintenance supervisor- 862-4609 or 918-306-1847
 - C. Inform Superintendent.
- III. Telephone Outage
 - A. Inform Superintendent

COMMUNICATION PLAN

- I. Definition
Reports and photographers tend to respond at the first sign of a problem and may attempt to directly contact the instructors and/or staff members. **IN ALL INSTANCES, THE PRIMARY & ONLY SPOKESPERSON WILL BE THE SUPERINTENDENT.**
- II. Steps of Action for Staff
 - A. Refer any phone or personal media contact whether in school or at home to the Superintendent's office. Do not use statements such as "I have no comments." You may say "I am sorry, I don't have any information for you and you will need to talk to Mr. Matt Posey at 918-862-3954 or 918-306-1882". Remember there is no such thing as "off the record".
 - B. Do not allow the media to interview students unless they have a signed release from a parent of guardian and are accompanied by a senior administrator.
- III. Steps for Administrative Team
 - A. If a situation on campus poses the threat of attracting media attention, immediately notify Mr. Matt Posey.
 - B. Assess the situation as a team and determine if any steps should be taken by team members to ensure the best possible response from the school.

PERSON ON CAMPUS WITH A FIREARM

- I. Definition
Any person not authorized to bring a firearm on the Oilton Public School campus.
- II. Steps of Action for Staff
 - A. If you observe a suspect or are notified that an individual is on campus with a firearm, call "911".
 - B. If possible, maintain visual contact of the individual until members police/fire officials arrive.
- III. Notify the Superintendent and Building Administrator
- II. Steps for Administrative Team
 - A. If the individual is not identified as someone authorized to carry a firearm on campus, immediately call "911".
 - B. Maintain visual contact of the individual until law enforcement officials arrive.
 - C. Notify the Superintendent.
 - D. Document the situation.

INTRUDER ON CAMPUS

- I. Definition
- II. An intruder is an unauthorized person who enters Oilton Public Schools without relevant business on the campus.
 - A. Staff should stop strangers and inquire if they need assistance and/or the nature of their business on campus.
 - B. If the stated business does not seem appropriate, and if possible, escort the stranger to the nearest administrative office. If a building level administrator is not available, contact the Superintendent's office and ask that an administrator be sent to assist.
 - C. If the individual refuses to be escorted to an administrative office, go to the nearest phone while attempting to maintain visual contact of the individual and contact "911".
- IV. Steps for Administrative Team
 - A. Visit with the individual and assess the situation.
 - B. If the individual has no relevant business on campus, acquire another staff member's assistance and escort the individual to his/her vehicle and off the property. Make note of their license tag number and description of vehicle. **DO NOT TOUCH THE INDIVIDUAL.**
 - C. If the individual refuses to leave campus and/or becomes violent, immediately contact "911" and maintain visual contact with the individual until law enforcement officials arrive.
 - D. Notify the Superintendent.
 - E. Document the situation.

PROBLEM PATRON

- V. Definition
 - A problem patron is one who exhibits disruptive, threatening, or abusive behavior.
- II. Steps of Action for Staff
 - A. Identify yourself and try to diffuse the situation by visiting with the individual(s).
 - B. Be aware of the possibility of violence. DO NOT put yourself at risk. DO NOT TOUCH THE PERSON.
 - C. If the person does not respond to your requests, or if you are afraid to approach him/her, notify the local authorities by calling "911".
 - D. If possible, maintain visual contact of the individual until law enforcement arrives. If the individual leaves campus, make note of the license tag number and description of vehicle.

RUNAWAY STUDENT

- I. Notify the Principal
- II. Notify parents/guardians
- III. Notify police and other emergency services as needed.
- IV. Follow students if possible and appropriate.
- V. Provide pictures if possible and description of clothing worn.

Personnel Roles:

Principal or Designee:

Follow student if possible and appropriate. Notify parents or designated staff member to do so.

Secretary:

Notify Superintendent's office.

Teacher:

Notify office, provide description of student and clothing worn and remain with the class.

Counselor:

Contact site crisis management team. Be available to parents and runaway student if student is located.

Auxiliary Staff:

Report to principal for assignments as needed.

NOTES:

Crisis management team is the same as the site safety committee.

ABDUCTED STUDENT

Steps of Action:

- I. Notify the principal
- II. Notify police (911)
- III. Provide as much information to police as possible(picture of student, description of abductor and any vehicle used in the abduction).

Personnel Roles:

Principal or Designee:

Gather as much information as possible to assist police. Notify parents personally, or designate appropriate staff members to do so.

Secretary:

Notify police and Superintendent's office.

Counselor:

Notify site crisis management team. Be available to parents and abducted student if student is located.

Auxiliary Staff:

Report to principal for assignments as needed.

NOTES:

SERIOUS INJURY OR ILLNESS

Steps of Action:

- I. Notify the office
- II. Notify the administration in closest proximity to the injured person.
- III. If the injured or ill person is a student, call parent/guardian.
- IV. Call 911 for emergency assistance if needed.
- V. Check emergency treatment card for helpful directives (alternative phone numbers, hospital preference, doctor, etc.)
- VI. Contact people in the building trained in CPR./First Aid

Personnel Roles:

Principal or Designee:

Help evacuate what services are needed (emergency or other) and
Coordinate the activation of these services. Attend to the immediate
Needs of ill or injured person(s).

Secretary:

Contact emergency services needed, as well as parents/guardians.

Teacher:

Remain with and supervise class.

Auxiliary Staff:

Be available for any assignments given by the principal or nursing staff.

Emergency packs are available in each office. Gloves must be worn when blood or other body fluids are present. Bloodborne pathogens safety guidelines must be followed.

Staff Members with CPR/First Aid Training

BOMB THREAT

Steps of Action:

- I. If threat is made by phone, rite the message in its entirety with as much accuracy as possible.
- II. Do not interrupt the call except to ask the questions listed below.
- III. Immediately following the call, notify the building principal (or designee).
- IV. If the decision is made to evacuate the building, the signal is the same as the fire drill.

Questions to Ask:

- I. When will the bomb go off? _____
- II. Where is it located? _____
- III. What does it look like? _____
- IV. What is your name? _____
- V. What is your address? _____
- VI. Is there a phone number where I can reach you if I have further questions? _____

CHECKLIST

Caller Characteristics:

Sex _____ Race _____

Age _____ Other _____

Voice:

Loud _____ Soft _____ Angry _____ Intoxicated _____

Accent _____ Crying _____ Laughing _____ Disguised _____

Excited _____ Distinct _____ Other _____

Background Noise:

Office Mach _____ Street Traffic Noise _____ P.A. System _____

Factory Mach _____ House Noises _____ Music _____

Animal Noises _____ Other _____

Origin of the Call:

Local _____ Booth _____ Long Distance _____ Other _____

Personnel Roles:

Principal or Designee:

Gather known information as determine whether or not to evacuation is warranted. If the building is evacuated, assign qualified auxiliary personnel first aid duties in case of detonation.

Secretary:

Call police (911) and notify Superintendent's office

Teacher:

Remain with students. Take roll if evacuation occurs.

Auxiliary Staff:

Be available to assist if evacuation occurs. Check unsupervised areas for students (restrooms, etc.) Be available for further instructions from building principal.

Staff members with CPR/First Aid Training:

NOTES:

MEDIA GUIDELINES

Suggested guidelines for responding to the Media:

The following list of suggestions for working with the media will assist minimizing the disruption during a school crisis and in informing the public about a newsworthy event.

- I. Direct all media inquiries to the principal, department head or designated spokesperson. This avoids the confusion in times of a crisis and ensures consistency of information given to the media. When the spokesperson is unavailable, the school secretary or other designated person should have a fact sheet containing pertinent information from which to answer telephone inquiries.
- II. The spokesperson needs to respond to the media in a timely manner and professional manner. Avoid being defensive. Do not treat the interviewer as an adversary. Acknowledge the difficulty of the media's role, and take a position of helpfulness.
- III. The spokesperson should prepare a written statement or notes with points to be made for quick reference. If the answer to a question is not known, a return phone call with the information may be made. Release factual information only. Do not make assumptions.
- IV. Do not disclose personal information about any staff member or student. Such information should be released only at the discretion of the family.
- V. Emphasize what is being done by the school and the district to contain and resolve the crisis.
- VI. Establish a relationship with the media before a crisis occurs. Invite the media to cover positive school events throughout the year.

In a crisis, the site principal or designee should continually phone in the update information to the Superintendent's office. Updates will be continually broadcast via electronic mail from the administration office to everyone on the network. This will help ensure that every office will have accurate information on a crisis event and will be able to give appropriate answers to inquiries. If e-mail is not available, phones will be used or the automated phone notification system.