

EMERGENCY PREPAREDNESS MANUAL

2020-2021



727 Carondelet Street

New Orleans, LA 70130

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<http://www.ihsnola.org/>

The mission of the International High School of New Orleans is to educate and nurture a diverse learning community through the International Baccalaureate Program, world languages, and intercultural appreciation to succeed in a global economy.

This Emergency Procedures Guide is intended for use by the faculty and staff of the International High School of New Orleans and has been designed for reference during emergency conditions. The information contained in this manual is subject to change at any time deemed necessary to ensure the safety of faculty, staff, and students.

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1. Campus

International High School of Louisiana

727 Carondelet Street, New Orleans, LA 70130

Contact: Principal Adierah Berger

Phone Number: 504-613-5703

Fax: 504-566-1142

Sean Wilson, Head of School

Adierah Berger, Principal

Charles Young, Dean of Students

Rosara Ortiz-Riley, Social Worker

Hilliard, Nurse

Patricia Adams, Office Administrator

John Giovengo, Director of Facilities

Meliton Noyola, Lead Maintenance Tech.

2. Purpose: The purpose of this Emergency Procedures Guide is to provide IHSNO personnel, students, and community members with the policies and procedures to better manage and assist with duties and responsibilities when responding to a crisis situation. To provide a flexible response process to a variety of emergencies, to facilitate organized decision-making at unique times that might otherwise be quite chaotic and making decisions focused on critical issues in a potentially stressful environment.

3. Goal: To maintain the orderly operation at International High School of New Orleans and to attempt to prevent or minimize injury or loss of life.

4. OBJECTIVES:

- a. To meet the special needs of individual students by working with parents, school, staff, community resources, and/or specialists.
- b. Protect the safety and well-being of the students, staff, visitors, and the members of the community.
- c. To communicate safety procedures with personnel, parents, and the community.

- d. To present a comprehensive plan of action to be enacted by school staff in the event of any crisis.
- e. To continuously provide instruction and practice of established routines and regulations through periodic drills.

5. DEFINITIONS:

- a. **Crisis:** A crisis is a sudden, generally unanticipated event that profoundly and negatively affects the school population, possibly involving serious injury or death. The impact of a crisis may affect staff and students psychologically and/or emotionally and it may vary from moderate to severe. In the event of a crisis the normal routines of the day will be disrupted, and the Head of School or Principal will initiate the plan of action.
- b. Emergency Codes:
 - i. Code SAFE to reflect when students need to move to safety within the building. For tornadoes, all personnel and students should be in the hallways or the basement
 - ii. Code STAND BY – this is the least restrictive and is used when school is in minor situation – student sick in hallway, etc. usually, this is short lived and means that everyone is to stay in position until further notice. No students should be in the hallways or transitions in the school.

SAFE
Tornado
EVACUATE
Fire
Bomb Threat
LOCKDOWN
Hazardous Materials
Intruder/Hostage
Kidnapping/Child-napping
Serious Injury/Death
Student Unrest/Stabbing/Shooting
Suicide/Attempt
Weapons on Campus
Lockdown
STAND BY

6. Response to Any Emergency

- a. Assess situation, verify information, and notify 911 (if necessary). Notify the principal, who will notify the Head of School.
- b. Notify CPR/First Aid certified person in school building of medical emergencies. If necessary. The names of CPR/First Aid certified persons are listed in Crisis Team Member section.
- c. Assemble Crisis Team and seal off high-risk area.
- d. Take charge of area until incident is contained or relieved by Emergency Response Personnel.
- e. Shelter in place or evacuate the building. Nature of incident may require alternative evacuation site.
- f. Designate a control area and maintain a phone log of calls made and received and a times sequence of events.
- g. Crisis team runners deliver any additional instructions from control center to classrooms and also collect status information.
- h. Refer media to:
 - i. SEAN WILSON, CEO/Head of School 504-613-5703 (o) 504-235-4549 (c)
 - ii. Steve Schulkens 504-401-6990 (o) 504-401-6990 (c)

7. Faculty/Staff Responsibilities

- a. PRINCIPAL or DESIGNEE
 - i. Verify Information.
 - ii. Call 911, if necessary.
 - iii. Seal all high-risk areas.
 - iv. Convene Crisis Team and implement crisis response procedures.
 - v. Notify Head of School.
 - vi. Notify students and staff (depending on emergency; students may be notified by teachers).
 - vii. Evacuate students and staff, if necessary.
 - viii. Refer media to Head of School or designee.
 - ix. Notify community agencies, if necessary.
 - x. Implement post crisis procedures.
 - xi. Keep detailed notes of crisis event
- b. TEACHERS
 - i. Verify information.
 - ii. Lock classroom doors, unless evacuation orders are issued.
 - iii. Warn students, if so advised.
 - iv. Account for all students.
 - v. Stay with students during an evacuation. Take class roster to evacuation site.
 - vi. Refer media to Head of School or designee.
 - vii. Keep detailed notes of crisis event.
- c. CRISIS TEAM
 - i. Assume roles and responsibilities; complete Crisis Documentation Forms.

8. Weather

a. LIGHTNING

i. Protective Action

1. School Grounds:

- a. Get out of open areas and into an enclosed building as quickly as possible upon the approach of a storm.
- b. Do not seek shelter under isolated trees or close to metal fences, playground equipment, or shelter in exposed locations.

ii. School Buildings:

1. Stay indoors. Do not venture outside unless absolutely necessary.
2. Stay away from open doors and windows, metal objects, electrical appliances and plumbing until the storm has passed.
3. Keep telephone use to a minimum.
4. Do not handle flammable liquids in open containers.
5. TV sets, computer equipment, all electrical equipment and appliances should be unplugged, if possible.

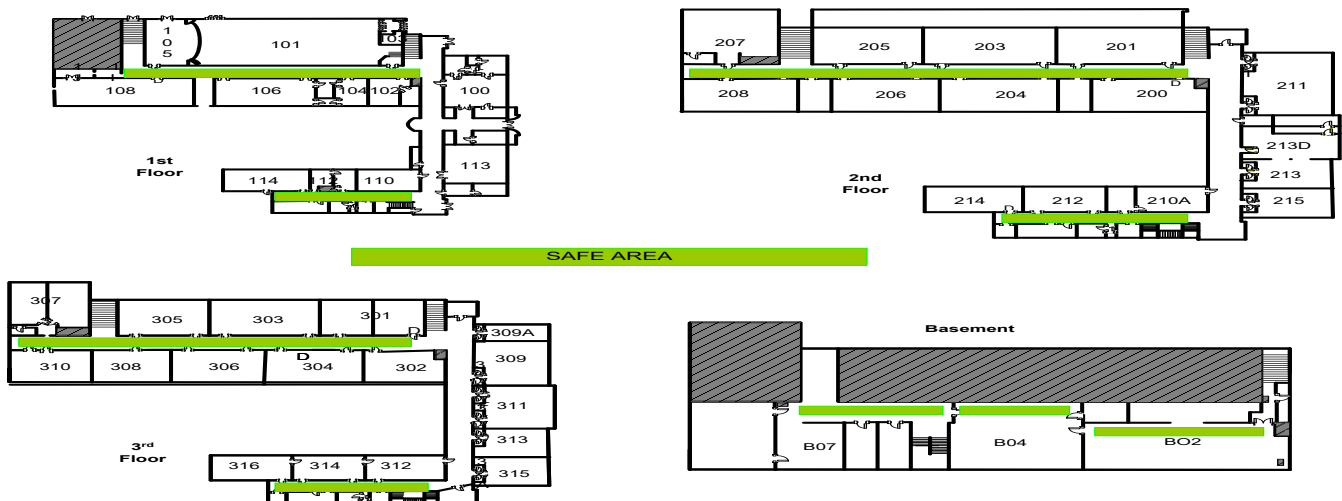
b. Specific Warnings

i. A *Tornado Watch* has been issued in an area near the school

1. Monitor Emergency Alert Stations (See Emergency Phone Numbers section) or NOAA Weather Stations (National Weather Service, Weather Channel).
2. Take all persons inside building(s).
3. Close windows and blinds.
4. Review tornado drill procedures and locations of safe areas. Tornado safe areas are under desks and in hallways away from windows and large rooms.
5. Review “drop and tuck” procedures with students.

ii. A *Tornado Watch* has been issued in an area near the school or a tornado has been spotted near the school

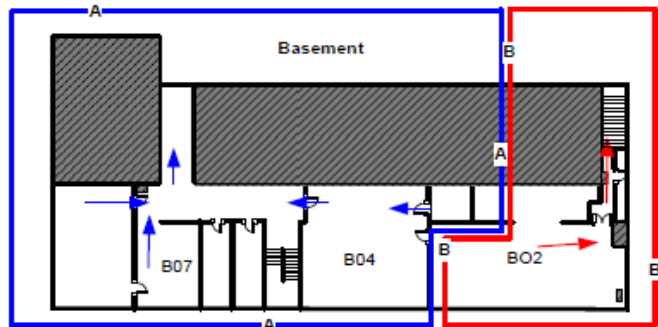
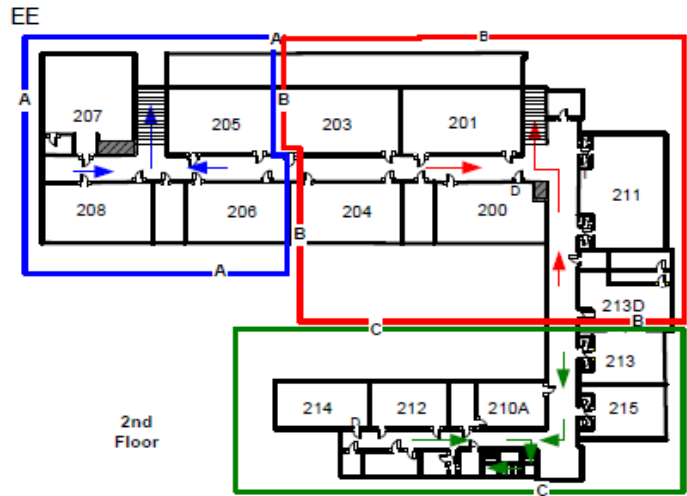
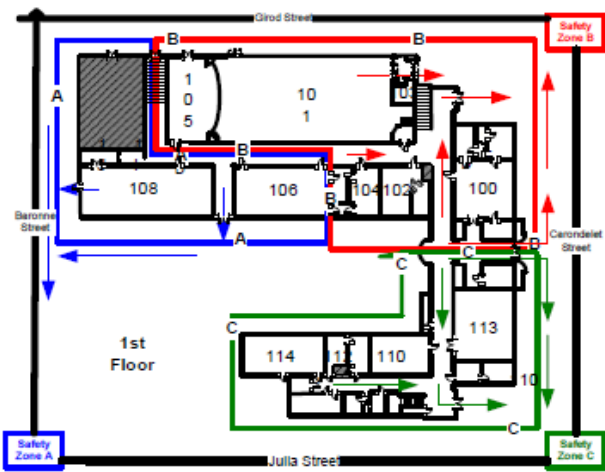
1. Shut off gas (Maintenance and/or Principal.)
2. Move students and staff to safe areas hallway out window and basement.
3. Remind teachers to take class rosters to evacuation site.
4. Ensure that students are in “tuck” positions.
5. Account for all students.
6. Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.



9. Fire – In the event of a fire, smoke from a fire, or a gas odor has been detected:

- a. Assess the situation. Pull fire alarm.
- b. Evacuate students and staff to a safe distance outside of building in accordance with the attached Map.
- c. Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- d. Teachers take class roster to evacuation site. Take student roll call after being evacuated. Advise Culture and Climate Team of any missing students.
- e. Culture and Climate Team member (CCTM) stationed per floor will assist with the egress of students & staff during the evacuation.
 - i. Will conduct a personnel sweep per floor.
 - ii. Once completed, will report the results to the crisis team.
 - iii. Report to a designated Safe Zone
 - iv. Received a student accountability report
 - v. The Zone leader will report student accountability for their Safe Zone to the Crisis team
- f. Safe zones will take all direction form the CCTM
- g. Safe zones are located at the corners of:
 - i. Safe Zone A) Julia St & Baronne St
 - ii. Safe Zone B) Girod St. & Carondelet St.
 - iii. Safe Zone C) Carondelet St. & Julia St.
- h. Facility Team will turn power and gas off the building if possible.
- i. Principal notifies police (call 911) and Head of School. Principal or Head of School must report incident to Fire Marshal.
- j. Principal/Nurse/Crisis Team attends to those injured by fire/explosion until EMS arrives. Perform necessary immediate first-aid on victim(s): extinguish fire by rolling victim on ground, douse with water.
- k. Facility Team will provide fire department with map of school and location of fire and provide master key(s) to building.
- l. No one may reenter the building until fire or police personnel have declared entire building safe and get the “All Clear” code from the Principal or Head of School.
- m. Principal notifies students and staff of termination of emergency. Resume normal operations.
- n. **Complete Crisis Documentation Form.**

WARNING: Do not use water on electrical fires. Do not attempt to fight fires involving explosives. Do not attempt to fight fires involving toxic chemicals or strong oxidizers.



o. Fire Drill and Evacuation Plan

- i. Not less than one emergency egress drill shall be conducted every Month the facility is in session unless both of the following criteria are met.
 - 1. In climates where the weather is severe, the monthly emergency egress drill shall be permitted before to be deferred.
 - 2. The required number of emergency egress drill shall be conducted and not less than four shall be conducted before the drills are drilled.
- ii. The fire alarm systems shall be activated for the drill
- iii. Emergency egress drill will be conducted at expected and unexpected times and in varying conditioned to simulate the unusual conditions that can occur in an actual emergency
- iv. A written log of the emergency egress drill results will be maintained in Main Office.

10. Hazardous Materials/Radiological Incident

a. ON CAMPUS INCIDENT

- i. Assess the situation
- ii. Call 911
- iii. Principal notifies Head of School, Fire Department, and Law Enforcement.
- iv. Facility Team off area of leak/spill.
- v. Fire or Law Enforcement will recommend shelter or evacuation actions. DO NOT RING FIRE ALARMS BELLS. Follow procedures for evacuating or sheltering.
- vi. Announce Crisis Codes. Use intercom system for communicating instructions to staff and students.
- vii. Principal is in charge of area until fire personnel contain incident.
- viii. Office personnel will notify parents if students are evacuated.
- ix. Resume normal operations after consulting with fire officials. Announce “all clear code.”
- x. Complete Chemical Spill/Hazardous Material Form.

b. OFF CAMPUS INCIDENT

- i. Fire/Law Enforcement will notify Head of School and/or Principal.
- ii. Announce Crisis Codes. Assemble Crisis Team.
- iii. Fire officers in charge of scene will recommend shelter or evacuation actions.
- iv. Follow procedures for sheltering or evacuation.
- v. Office personnel will notify parents if students are evacuated.
- vi. Announce “all clear” code after consulting with Fire/Law Enforcement officials.
- vii. Complete Chemical Spill/Hazardous Materials Form.

c. SHELTERING NOTIFICATION

- i. Take all persons inside building(s).
- ii. Close all exterior doors and windows.
- iii. Turn off any ventilation leading outdoors.
- iv. Cover up food not in containers or put it in the refrigerator.
- v. If advised, cover mouth and nose with a handkerchief, cloth, paper towels or tissues.

d. EVACUATION NOTIFICATION

- i. Transportation coordinators contract the transportation vendor, informs him/her of an evacuation.
- ii. Principal notifies students and staff.
- iii. CCTM will close all windows and doors during their personnel Sweep.
- iv. Facility Team will turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system off.
- v. Crisis Team places evacuation sign in window.
- vi. Facility Team will lock all external doors.

e. TEACHER RESPONSIBILITIES DURING EVACUATION

- i. Explain procedures to students.
- ii. Instruct students to take belongings to the relocation center.
- iii. Exit the classroom and Building in orderly manner
- iv. Take student roster for roll call at the safety Zone
- v. Report students’ accountability to the CCTM
- vi. Maintain order in safety zone

f. TEACHER RESPONSIBILITIES RETURNING FROM EVACUATION

- i. Return students to homeroom in orderly manner to keep classes intact.
- ii. Wait in classroom until principal or designee informs school “All Clear” Normal Operations.

11. Assault/Fights and ensure the safety of students

- i. Ensure the safety of students and staff first.
- ii. Call 911, if necessary.
- iii. Notify CPR/First Aid certified persons in school building of medical emergencies. (The names of CPR/First Aid certified persons are listed in the Crisis Team Members section and Front Desk personnel will have a copy.)
- iv. Notify Principal, who will assemble Crisis Team.
- v. Seal off area where assault took place.
- vi. The first Ault on the scene will defuse situation if possible, by identifying all involved parties, remove them to a neutral areas.
- vii. Principal notifies police if weapon was used, if victim has physical injury causing substantial pain or impairment of physical condition, or if assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This contact involves those areas covered by clothing.)
- viii. Principal notifies Head of School and parents of students involved in assault.
- ix. Principal documents all activities and asks victim(s)/witness (es). Implement post-crisis procedures and complete incident report.
- x. Complete Crisis Documentation form.

12. Bomb Treat

- a. Upon receiving a message that a bomb has been planted in school:
 - i. Get all the facts. Ask the following questions:
 1. “What is it made of”
 2. “When will it go off?”
 3. “Why did you place it in the school?”
 4. “Is it in the East, West, etc?”
 5. “In a locker?”
 6. “What does it look like?”
 7. “Where is it located?”
 8. “Who is this calling?”
 - ii. Use bomb threat check list in Bomb Threat Report Form
 - iii. Listen closely to caller’s voice and speech patterns and to noises in background.
 - iv. After hanging up phone, immediately dial *57 to trace call.
 - v. Notify Principal or designee. Do not share information about call with others.
 - vi. Principal initiates Crisis Code and orders evacuation of all persons inside school building(s).
 - vii. Principal notifies police (call 911) and Head of School. Principal or Head of School must report incident to Fire Marshal.
 - viii. Do not use radios or cellular phone since radio beams can cause detonation.
 - ix. Complete Bomb Threat Report Form.

- b. EVACUATION PROCEDURES
 - i. Principal notifies Staff and students. (**Do not mention “Bomb Threat.”**) Use standard fire drill procedures.
 - ii. Direct students to take their belonging to the evacuation site.
 - iii. Students and staff must be evacuated to a safe distance outside of school building(s). Try not to move students to area openly visible from the street. The Bomb Threat could be a diversion to get students out in open area.
 - iv. Teachers take (call) roll after being evacuated. Advise Principal of missing students.
 - v. No one may reenter building(s) until fire or police personnel have declared entire building(s) safe.
 - vi. Principal notifies students and staff of termination of emergency. Once the “All Clear Code” has been given resume normal operations.
 - vii. Crisis Team Management completes Crisis Documentation Form.

13. Intruder/Hostage

- a. INTRUDER – An unauthorized person who enters school property
 - i. Notify Principal.
 - ii. Ask another staff person to accompany Principal before approaching intruder.
 - iii. Politely greet intruder, identify yourself, and ask the intruder the purpose of their visit.
 - iv. Inform the intruder that all visitors must register at the main office.
 - v. If intruder’s purpose is not legitimate, ask them to leave. Accompany intruder to exit.

- b. IF INTRUDER REFUSES TO LEAVE
 - i. Warn intruder of consequences for staying on school property. Inform them that you will call the police.
 - ii. Notify security or police and Principal if intruder still refuses to leave. Give police full description of intruder.
 - iii. Walk away from the intruder if they indicate a potential for violence. Be aware of intruder’s actions (where they are in the school, whether they are carrying a weapon, package, etc.)
 - iv. When law enforcement arrives, they are in charge.
 - v. Principal notifies Head of School and may issue lock-down procedures. **(See Lock-Down Procedures section.)**
 - vi. Issue an “All Clear” when incident is under control.
 - vii. Crisis team management complete Crisis Documentation Form

- c. HOSTAGE
 - i. If hostage taker is unaware of your presence, do not intervene.
 - ii. Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
 - iii. Contact Law Enforcement.
 - iv. Notify Principal. Principal notifies Head of School.
 - v. Seal off area near hostage scene.
 - vi. Give control to law enforcement and negotiation team. Be prepared to provide:
 1. Number of hostage taker(s)
 2. Description of hostage taker(s)
 3. Type of weapon hostage taker(s) have
 4. Number and names of hostages
 5. Demands and instructions hostage taker(s) have given
 6. Crisis Team Management keeps detailed notes of events.
 - vii. Crisis Team Management completes Crisis Documentation Forms.

- d. IF TAKEN HOSTAGE
 - i. Follow instruction of hostage taker.
 - ii. Try not to panic. Calm students if they are present.
 - iii. Treat the hostage taker as normally as possible.
 - iv. Be respectful of hostage taker
 - v. Concede all control to law enforcement.

14. Kidnapping/Child-napping

- a. Any non-custodial adult who takes a child from the campus without the permission of the court ordered parent/guardian may be guilty of a felony.
- b. Procedures to follow when releasing students to parents/guardians during the school day:
 - i. All adults entering a school campus must sign in at a central area.
 - ii. All visiting adults on campus must wear visitor passes.
 - iii. The name of the parent/guardian must be indicated on Emergency Card.
 1. Parents are responsible for providing current court orders.
 2. Court orders should be kept on file by the school.
 - iv. The parent/guardian should present photo identification.
 - v. The parent/guardian must sign out the student through front office. Sign-out logs must be carefully maintained.
 - vi. Checking out students during the last 30 minutes of the school day should be discouraged.
- c. IF A CHILD IS KIDNAPPED FROM SCHOOL
 - i. Crisis Team Management calls Law Enforcement.
 - ii. Crisis Team Management contacts the custodial parent/guardian.
 - iii. Crisis Team Management obtains witness statements.
 - iv. Crisis Team Management concede all control to law enforcement.

15. Serious Injury/Death

a. IN SCHOOL INCIDENT

- i. The Crisis Management will:
 1. Assess the situation.
 2. Call 911.
- ii. Notify CPR/First Aid Certified persons in school building of medical emergencies. (The Names of CPR/First Aid certified persons are listed in Crisis Team Member section).
- iii. If possible, isolate affected student/staff members.
- iv. Notify Principal. Principal notifies Head of School, Central Office Personnel, (Parents, Guardians, Spouse of affected students/staff.)
- v. Activate school crisis team. Principal or designee to accompany injured/ill person to hospital.
- vi. Gather the following information:
 1. Student/staff schedule an emergency contact person
 2. Student/staff close friends, siblings, and school they attend
 3. Name of witness (es), if any for the Crisis Documentation Form.
 4. Adjust scheduled activities. Keep school personnel updated on events and circumstances.
- vii. Refer media to:
 1. Sean Wilson, CEO/Head of School 504-613-5703 (o) 504-235-4549 (c)
 2. Steve Schulkens (PR) 504-401-6990 (o) 504-401-6990 (c)

b. OFF CAMPUS INCIDENT (school sponsored event)

- i. The Crisis Team Management will:
 1. Activate School Crisis Team.
 2. Notify staff before next normal school date.
 3. Determine method of notifying students and parents
 - a. JPAMS – All Call
 - b. Web Page
 - c. E-mail
 - d. Telephone
 4. Announce availability of counseling services for those who need assistance. Designate room location(s).
- ii. Refer media to:
 1. Sean Wilson, CEO/Head of School 504-613-5703 (o) 504-235-4549 (c)
 2. Steve Schulkens (PR) 504-401-6990 (o) 504-401-6990 (c)

c. POST CRISIS INTERVENTION

- i. Meet with school counseling staff to determine level of intervention for staff and students.
- ii. Designate rooms as private counseling areas.
- iii. Retrieve deceased personal items.
- iv. Identify and communicate with other affected schools.
- v. Be visible and available on campus.
- vi. Complete Crisis Documentation Form.

16. Student Unrest/Stabbing/Shooting

a. STUDENT UNREST

i. The Crisis Team Management will:

1. Notify police, if necessary.
2. Ensure the safety of the students and staff first.
3. Contain unrest. Seal off area of disturbance.
4. Notify Principal. Principal notifies Head of School.
5. Crisis Team high alert.
6. Crisis team may issue lock-down. (See lock-down procedures section.)
7. Move students involved in disturbance to isolated area.
8. Document incidents

ii. Teachers:

1. Keep students calm.
2. Lock classroom doors.
3. Do not allow students outside of classroom until you have received an all-clear signal from Principal.
4. Make a list of students absent from the classroom.
5. Document all incidents.

iii. NOTIFICATION OF INCIDENT (Shooting/Stabbing)

1. Take cover, if necessary. USE CAUTION.
2. Assess the situation; provide for your own safety.
3. If there are witnesses or others present, direct one of those individuals to the office to summon immediate assistance.
4. If no one is available, personally notify office immediately, request medical assistance if necessary, and return to the victim.
5. If vehicle is involved, attempt to identify (CYMBAL)
 - a. Color of vehicle
 - b. Year
 - c. Make
 - d. Body (two door, type of vehicle)
 - e. Anything else of importance (direction of travel, etc.)
 - f. License plate number
6. Attempt to identify the individuals in vehicle and/or area.
7. Indicate the location of incident.
8. Do not disturb the scene or area.

b. ADMINISTRATIVE ACTION: Shooting (Drive By) – No Injuries

- i. Assess the situation.
- ii. Call 911.
- iii. If necessary, announce Code and follow procedures. Crisis Team reports.
- iv. Isolate the witness (es) with an administrator. Gather information.
- v. Secure the scene or area.
- vi. Re-route traffic from affected areas.
- vii. Head of School or Principal prepares written statements for callers/media, in cooperation with law enforcement. Provide updates as available.
- viii. When the area is clear and the emergency is over, announce All Clear.
- ix. Principal or Head of School prepares a written statement for students to take home.
- x. Designate a place for parents who arrive on campus. Have a school media spokesperson on hand to answer questions.
- xi. Hold all staff meeting at the end of the day to inform and update the faculty/staff.

- xii. Hold an administrative meeting to debrief and assess responses.
 - xiii. Complete Crisis Documentation Form.
- c. ADMINISTRATIVE ACTION: Shooting/Stabbing – With Injuries
- i. Assess the situation.
 - ii. If necessary, announce Code.
 - iii. Follow procedures.
 - 1. Call 911.
 - 2. Be prepared to:
 - a. Describe the situation
 - b. Indicate whether the perpetrator has been identified and/or isolated
 - c. Describe the injuries
 - iv. Activated Crisis Team.
 - 1. Give medical assistance until help arrives.
 - 2. Isolate the witness (es) with an administrator. Gather information.
 - 3. Secure the Scene or area.
 - 4. Re-route traffic from affected areas.
 - 5. Notify the faculty/staff if emergency is over, announce All Clear.
 - 6. Complete all crisis documentation forms.

17. Suicide/Attempt

a. SUICIDE ATTEMPT IN SCHOOL

- i. Verify information, assess the situation.
- ii. Call 911, if person requires medical attention, has a weapon, or needs to be restrained.
- iii. Notify school's:
 1. Rosara Ortiz-Riley, Social Worker 504-717-3503 (o) 504-717-3506(c)
 2. Nakeisha Kyle, Social Worker 504-613-5715 (o) 504-952-0997 (c)
 3. Steve Schulkens (PR) 504-401-6990 (o) 504-401-6990 (c)
 4. Sean Wilson, CEO/Head of School 504-613-5703 (o) 504-235-4549 (c)
- iv. Determine method of notifying staff, students, and parents. Hold daily staff debriefings before and after normal operating hours as needed.
- v. Principal calls Head of School and parent(s) or guardian(s) if suicidal person is a student. Principal may schedule meeting with parent(s) and school psychologist/counselor to determine course of action.
- vi. Calm suicidal person.
- vii. Try to isolate suicidal person from other students.
- viii. Stay with person until counselor/suicide intervention arrives. **DO NOT LEAVE SUICIDAL PERSON ALONE.**
- ix. Activate school crisis team to implement post-crisis intervention. Determine level of intervention.

b. SUICIDE DEATH/SERIOUS INJURY

- i. Verify information, assess the situation.
- ii. Activate school crisis team.
- iii. Principal notifies Head of School.
- iv. Notify staff in advance of next school day following suicide or attempted suicide.
- v. Determine method of notifying students and parents. Do not mention "suicide" or details about death in notification. Do not hold memorials or make death appear heroic. Protect privacy of family.
- vi. Implement post-crisis intervention.

c. POST CRISIS INTERVENTION

- i. Meet with counseling staff and others called upon by Principal.

18. Weapons

- a. Staff or student who is aware of a weapon brought to school:
- b. Student
 - i. Send reporting student to the Dean of Students, if possible
 - ii. If the reporting student is unavailable and/or unwilling to report, follow steps below. The student may remain anonymous.
 - iii. Notify Principal.
- c. Teacher
 - i. Send sealed message by CCTM to the Dean of Students, it will include
 1. Your name and location
 2. The name and/or description of subject
 3. Whether the suspect has threatened anyone
 4. Any information regarding the weapon's location and/or type
 - ii. Seek assistance from another teacher in reporting the incident.
 - iii. If teacher suspects that weapon is in classroom, they should confidentially notify a CCTM.
 - iv. Teacher should not leave classroom; they should wait for administrative response.
 - v. **IN ALL CASES USE EXTREME CAUTION. DO NOT CONFRONT SUSPECT. STAY CALM! IF A STUDENT THREATENS YOU WITH A WEAPON, FOLLOW THE SUSPECT'S DIRECTIONS. DON'T TRY TO BE A HERO!**
- d. Principal
 - i. Alert Law Enforcement if a weapon is suspected, as reported by staff or student. Announce Crisis Code.
 - ii. If a student reported the weapon, isolate them.
 - iii. Activate school crisis team.
 - iv. Contact Security
 - v. Security Officer should escort suspect to a private area to wait for law enforcement, the other should carry all of the suspect's belongings at a safe distance. At no time should the suspect be allowed to put their hands in pockets or handle belongings (books, bags, purses, lockers, autos, etc.).
 - vi. Inform suspect of their rights and the reasons why you are conducting the search. Conduct search
 - vii. Take possession of and secure the weapon.
 - viii. Keep detailed notes of all events and the reasons the search was conducted.
 - ix. Concede all control to law enforcement.
 - x. Notify parent(s) or guardian(s) if suspect is a student. Explain why search was conducted and what the results of search have determined.
 - xi. Complete Crisis Documentation Form.

19. Team Members

a. Crisis Team Members

Person	Office#	Cell#	Room#
Principal Adierah Berger	504-613-5703	504-579-2786	Main Office
Dean of Students Charles Young	Ext: 5726	504-934-4891	111
Social Worker Rosara Ortiz-Riley	Ext: 5736	504-717-3506	300
Nurse School Nurse	Ext: 5715	504-952-0997	206B
Office Admin. Patricia Adams	Ext: 5703	504-613-5703	Main Office
Facilities Director John Giovengo	Ext 5712	504-579-6495	112
Lead Maintenance			

b. CPR/First Aid Certified Persons:

Person	Room#
Nadia Noyola	309B
Mona Whitted	100
Rosara Riley	112
Pamela Recasner	215
Charles Young	301A
Cody Bourque	316
Bernette Tolston	206B
Nakeisha Kyle	B03

c. District Crisis Committee:

Person	Phone Number(s)
Coordinator: Sean Wilson , CEO/ Head of School	504-235-4549 cell
Alternate Coordinator: Dr. Adierah Berger	504-579-2786 cell
Lawyers: Adams & Reese; Jaimme Collins	504-585-0218 office
Director of Finance: Denise Deno	504-613-5701 office

20. Warning and Notification Codes

- i. Call 911, if necessary. Assess life and safety issues first.
- ii. **Inform:** Principal **Dr. Adierah Berger** and/or Dean of Culture **Charles Young**
- iii. Principal/Designee notifies: Sean Wilson, Head of School
- iv. Warn students and staff. If an emergency requires immediate action to protect the safety of students and staff, activate **Warning System (i.e. PA Announcement, Sound of Bell, Group Text/phone call...etc.) (Phone numbers can be found in the Team Members Section)**
- v. Use coded words in warning. Codes should be used in situations in which immediate notification is necessary, but the safety of students and staff may be compromised if everyone in school building knows of emergency. For example, a hostile intruder may panic if the principal announces intruder's presence over the PA system. The codes will inform personnel of the type of emergency and appropriate actions.
- vi. The codes are as follows:

SAFE –
Tornado
EVACUATE –
Fire
Bomb Threat
LOCKDOWN –
Hazardous Materials
Intruder/Hostage
Kidnapping/Child-napping
Serious Injury/Death
Student Unrest/Stabbing/Shooting
Suicide/Attempt
Weapons on Campus
STAND BY –

- vii. If immediate action is not required, notify staff at a meeting before or after school hours. Teachers will debrief students during class unless an assembly or announcement over PA is preferred.
- viii. Principal or Head of School notifies parent(s) or guardian of victim(s), if necessary.
- ix. Principal or Head of School notifies other schools in district. The school(s) with sibling(s) of the victim(s) should be called first.

21. Secure Campus/Sheltering Procedures

- a. Secure Campus procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside school building.
 - i. Principal will issue Secure Campus procedures by announcing warning code over PA system, sending a messenger to each classroom or sounding bells.
 - ii. PA announcement may be coded or basic alert. (See Warning and Notification section for coded warnings.)
 - iii. Direct all students, staff, and visitors into classrooms.
 - iv. Lock classroom doors and close blinds or cover classroom windows.
 - v. Take student roll call and include if another class or persons are in your classroom.
 - vi. Move all persons away from windows and doors.
 - vii. Allow no one outside of classrooms until an All Clear signal is given by Principal or until Law Enforcement, Fire Official or Emergency Preparedness official evacuates your room.
 - viii. Teachers are to take class roll book to holding area in room.

- b. Sheltering provides refuge for students, staff and public within school building during emergency. Shelters are located in areas that minimize the safety of inhabitants. Safe areas may change depending on emergency.
 - i. Identify safe area in each school building.
 - ii. Crisis Team initiates Crisis Code Alert.
 - iii. Principal notifies Head of School.
 - iv. Teachers assemble class team to cover windows and air leaks around doors and vents.
 - v. Close all exterior doors and windows.
 - vi. Turn off any ventilation leading outdoors.
 - vii. Use public address system for communicating instructions to staff and students.
 - viii. Principal warns students and staff to assemble in safe areas. Take all students inside building(s).
 - ix. Teachers take class roster to the safe area and should account for all students after arriving in the safe area
 - x. Teacher must remain and in safe and
 - xi. Crisis Team Management contacts Food Services Director.
 1. Cover up food not in containers or put it in the refrigerator.
 - xii. Follow all directions form Crisis Team (cover mouth and nose with handkerchief, cloth, paper towel or tissues...etc.).
 - xiii. All teachers/students must remain in safe area, until notified by Principal or emergency responders, Law Enforcement issue an All Clear code.
 - xiv. Crisis Team Management completes Crisis Documentation Form.

22. Evacuation Relocation Centers

- a. EVACUATION
 - i. Call 911, if necessary.
 - ii. Principal issues call for Crisis Team to report to the office.
 - iii. Principal issues evacuation procedures and notifies Head of School.
 - iv. Principal determines whether students and staff should be evacuated outside of building or to relocation centers.
 - v. Crisis Team Members coordinate transportation if students are evacuated to relocation area.
 - vi. Principal notifies relocation center.
 - vii. Direct students and staff to follow fire drill procedures and route. Follow alternate route if normal route is too dangerous.
 - viii. Maps should be posted in all classrooms indicating primary and secondary egress routes and holding areas/assembly points.
 - ix. Close all windows. Turn off lights, electrical equipment, gas, water faucets, air conditioning and heating system.
 - x. Place evacuation sign in window. Lock doors.
 - xi. Teachers should ensure all students are out of the classroom.
 - xii. CCTM school wide BLDG sweep to ensure that all personnel are out.
 - xiii. Teacher will instruct the first student in line to open exit door(s) until all persons in the class have evacuated. Continue this process until the building is clear.
- b. Teachers
 - i. Direct students to follow normal fire drill procedures unless Principal alters route.
 - ii. Take class roster to relocation center.
 - iii. Close classroom doors and turn out lights.
 - iv. When outside building, account for all students. Inform CCTM or Crisis Team immediately if student(s) are missing.
 - v. If students are evacuated to relocation center, stay with class. Take roll call again when you arrive at relocation center.
- c. Relocation Centers
 - i. List primary and secondary student relocation centers for each school district.
 - ii. The primary site is located close to school. The secondary site is located further away from school (in case of community wide emergency).
 - iii. Establish a management post at the off-site evacuation location (command post).
 - iv. Dean of students will notify Bus Transportation for alternate bus schedule.
 - v. If Law Enforcement is on campus, they will oversee evacuation procedures.
 - vi. Release students to parents after sign release form.
 - vii. Complete Crisis Documentation Form

Primary Relocation Area

Lafayette Square – 500 ST. Charles Ave

Secondary Relocation Area

Morial Convention Center- 900 Convention Center Blvd

23. Media Procedures

- a. All staff must refer media to Head of School.
- b. School District assumes responsibility for issuing public statements during an emergency.
 - i. Head of School serves as district spokesperson unless they designate a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.
 - ii. Spokes Person:
 1. Sean Wilson, CEO/Head of School 504-613-5703 (o) 504-235-4549 (c)
 - iii. Alternate Spokes Person:
 1. Steve Schulkens (PR) 504-401-6990 (o) 504-401-6990 (c)
 2. Adierah Berger, Principal 504-579-2786 (c)
 - iv. School Public Information person acts as contact for emergency responders and assists district spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.
- c. **School Public Information: Sean Wilson, Head of School 504-613-5703 office**
 - i. During an emergency, adhere to the following procedures:
 1. Principal relays all factual information to Head of School.
 2. Establish a media information center away from school.
 3. Prepare factual written statements for the press in cooperation with Law Enforcement, or agency acting as Incident Commander.
 4. Be certain every media member receives the same information.
 5. Update media regularly. Do not say “no comment.”
 6. Set limits for the time and location for interviews.
 - ii. When handling interviews:
 1. Ask in advance what specific questions will be asked.
 2. Don’t say “no comment.” If an answer is not known, offer to get information and get back with them.
 3. Don’t speak “off the record.”
 4. Before agreeing to have staff members interviewed, obtain their consent.
 5. Students under the age of 18 may not be interviewed on campus without parental permission.
 6. Yearbook and school newspaper photographs are public documents. Access to them must be provided.
- d. Media Statement
 - i. Create a general statement before an incident occurs. Adapt statement during crisis.
 - ii. Emphasize safety of students and staff first.
 - iii. Briefly describe school’s plan for responding to emergency.
 - iv. Issue brief statement consisting of on the facts.
 - v. Respect privacy of victim(s) and family of victim(s). Do not release names to media.
 - vi. Refrain from exaggerating or sensationalizing crisis.
 - vii. Emphasize positive action being taken. Turn negative questions into simple, positive statements.

24. Emergency Phone Numbers/Alert Stations

a. Phone Numbers

<u>Referrals</u>	<u>State/National</u>	<u>Parish/Local</u>
Help line for Louisiana Emergency Numbers	225-342-6600	
HAZARDOUS MATERIALS/POISON		
Hazardous Materials Leak or Spill	911	504-821-2222
Poison Control Center	911	800-222-1222
DISASTER ASSISTANCE		
American Red Cross of Southeast Louisiana	225-291-4533	504-620-3105
OFFICE OF EMERGENCY PREPAREDNESS		
Orleans Parish		504-658-8700
FIRE/EMS/POLICE		
LOCAL POLICE DEPARTMENT	911	911
LOCAL HOSPITAL		
LOCAL UTILITY COMPANIES		
Entergy		800-968-8243
Sewerage & Water Board		504-529-2837

b. Stay tuned to the following stations for information regarding a potential or impending emergency:

<u>Station</u>	<u>Channel</u>	<u>Contact</u>
WWL	4 (54)	504-529-6249
WDSU	6	504-679-0600
WVUE	FOX 8	504-486-6161
WGNO	11/26	504-525-3838
WNOL	38	504-525-3838

25. Terrorism

- a. THE FIRST DAY: ALL SCHOOL LEVELS
 - i. Immediately contain the environment. Monitor entry/exit points.
 - ii. Do not close school unless evacuated by Police, FEMS, FBI. Schools are safer than many environments.
 - iii. Mobilize available Crisis Team Members. Facilitate ongoing, incoming-outgoing communication and/or actions and instructions.
 - iv. If a terrorist incident happens during school hours, communicate event to staff via email or Crisis Team and reassure that students and staff “are all currently safe and if new issues develop you will inform them quickly.”
 - v. Mobilize Crisis Team to ensure that all staff are following protocol.
 - vi. Provide secretaries with a script for answering the phone with the intent of calming parents and reassuring them of their child’s safety.
 - vii. Assign staff at major entry points to greet parents and escort them to a designated staffed waiting area, while they wait for their children. (Having parents in the halls or going into classrooms only adds chaos, increases student anxiety, and can create additional risk factors.) Have parental release slips available.
 - viii. Ask for Police presence outside the entrance areas, if necessary. (The visibility of law enforcement can be very calming for adults and children. In some case police might be asked to escort buses to help children be safe.)
 - ix. Immediately direct staff to assume their triage duties (responsibilities for maintaining safety for specific areas-halls, entry/exit points, etc. and communicating information about areas to the command post, providing first aid, etc.)
 - x. Send a letter home to parents reiterating the school’s preparedness and safety.
 - xi. Cancel afterschool events/activities.
 - xii. Be prepared to ask to health hazards: bio terrorism, Anthrax, etc. (Use Bioterrorism Information)
 - xiii. Send information to parents and/or have it available on website, etc.
 - xiv. Provide staff that receive suspicious package with guidelines for manning the delivery and inspection of package.
 - xv. Preset all staff with a letter from the Head of School’s office articulating expectations of them and comments about sensitive issues.
 - xvi. Operational Debriefing for outlining feelings, responsibilities, etc.

26. Biochemical Hazards

ANTHRAX

Acquisition: Difficult to obtain lethal bacteria stock. Non-lethal stock is much more prevalent.

Transmission: Introduction of the spore through the respiratory tract, skin contact, or consumption of contaminated food.

Lethality: Cutaneous-mild, usually curative. Inhalation – very high. Intestinal – moderate to high. Early treatment is essential. Not contagious.

Symptoms: Usually develop within 7 days of exposure

inhalation: fever, body aches, tiredness, cough, chest discomfort, sweating, shortness of breath, difficulty breathing, blueness around nail beds or lips, shock
cutaneous: local edema (sores) occur resulting circular/sore followed by possible discharge of fluid; sores may turn black after a few days.

intestinal: inflammation of the intestinal tract, nausea, loss of appetite, vomiting and fever followed by abdominal pain, vomiting blood and diarrhea.

Treatment: Vaccine exists. Treatable with antibiotics, but nearly always fatal if inhaled, thereafter when flu-like symptoms develop.

Observations: Likely terrorist agent because it can be stored, is resistant to weather conditions and not activated until inhaled, absorbed or ingested.

BOTULISM

Acquisition: Widely available, but most poisonous forms of this toxin are rare and difficult to use as a weapon.

Lethality: High

Exposure: Eating contaminated food, infected wounds or aerosolized form – it cannot be passed from person to person.

Symptoms: Blurred vision, drooping eyelids, slurred speech, and difficulty swallowing, dry mouth, muscle weakness that descends from the shoulders down to the body, possible paralysis of the arms, legs, trunk and respiratory muscles.

Treatment: Vaccine being tested. U.S. Centers for Disease Control and Prevention maintains a supply of effective antitoxin.

Observations: Stable for weeks in food or still water, but it is difficult to use as a weapon and is not considered likely for use in mass attacks.

PLAGUE

Acquisition: Very difficult to obtain lethal bacterial stock. Lethality: Very high. Very contagious.

Exposure: From wild rodent with infected fleas or inhaling bacteria – can be passed person to person.

Symptoms: Fever, cough, shortness of breath, chest pain, spitting up blood, shock. Treatment

Treatment: No vaccine, rapid use of antibiotics can be effective.

Observations: Not considered a likely agent used by terrorists because heat and sun render it harmless and it is difficult to turn into a weapon.

EBOLA

Acquisition: Very difficult to obtain, unsafe to process.

Lethality: Very high.

Treatment: Vaccine. Some antiviral drugs may work, but overall effectiveness or treatments are questionable. Up to 90% of victims die.

Observations: Not considered a likely agent used by terrorists because it is poorly understood and difficult to acquire.

SMALLPOX

Acquisition: Only confirmed sources of this disease, which killed more than 500 million people in the twentieth century, are in one U.S. and one Russian lab. But circumstantial evidence suggests it is available elsewhere.

Lethality: High.

Exposure: Spread through the air or by contact with fluid from smallpox skin blisters – can be passed person to person.

Symptoms: Flu like symptoms, high fever for 2 to 4 days, body aches and pains, fatigue, vomiting, cluster-like skin lesions in the mouth, on the lips and progressing to the rest of the body.

Treatment: Vaccines exist in limited supplies. There is no cure and generally no effective treatment after infection.

Observations: If terrorists could obtain this virus, one infected person on an airplane could infect most passengers and possibly cause a national epidemic.

27. Bus and Auto Accidents

- a. When you receive information about accident, follow the guidelines indicated below:
- b. Within District
 - i. Record accident location, time of day, bus number, route, student/adult injuries (names/numbers).
 - ii. Initiate the appropriate communication contacts for transportation:
 1. **Call 911 if any injury**
 2. WR Transportation Walter Richardson 504-329-5714
 3. Dean of Student Charles Young 504-578-7294
- c. Student Injured
 - i. Favorite Transportation will inform parent(s)/guardian(s) of where the student has been sent to for care.
 - ii. Dean of Student or designee to go to accident site with cell phone to relay information to school command post.
- d. Trips Away from School
 - i. Verify report with Bus Driver.
 - ii. Record accident location, time of day, bus number, route, and student/adult injuries (names)
 - iii. Notify Principal and Dean of Student.
 - iv. Notify School Nurses/Counselors if necessary.
 - v. Send designated Crisis Team Members (Principal/dean of students or designee) to scene and to hospital.
 - vi. Obtain names and hospital(s) destination of injured.
 - vii. Prepare lists of passengers.
 - viii. Inform parent(s)/guardian(s), relative or emergency contact on registration card.
 - ix. Fill out student/personnel incidents report.
 - x. Check with Finance Office about insurance issues.

28. Emergency Command Post/ “Go Box”

- a. Every building needs to establish and on-site primary and alternate location, as well as an off-site location for evacuation and for the emergency Command Post. The Command Post and the Medical Triage area should have immediate access to phone communications and other forms of communication (i.e. fax machine, computers, intercom, building bell controls, etc.) The Crisis Management team is responsible for putting together a "Go Box" that can be carried to any emergency Command Post location for use during an emergency.

Primary On-Site Location: Main Office	Phone: 504-613-5703
Secondary On-Site Location: Finance Office	Phone: 504-279-5731
Off -Site Location: Lafayette Square – 500 St. Charles Avenue, New Orleans, LA 70130	
Contact Person/Phone: Dr. Adierah Berger/ Principal	Phone: 504-252-7705

- b. Items included:
- i. Walkie-talkies
 - ii. Cell phone
 - iii. Bullhorn/extra batteries
 - iv. Portable, battery powered radio/extra batteries
 - v. Flashlight/extra batteries
 - vi. Markers, pens, legal pads
 - vii. Current class lists with student phone numbers
 - viii. Pictures of students/staff-yearbook or CD
 - ix. List of students with special needs and physically challenged
 - x. Telephone book
 - xi. Copy of Crisis Plan/Emergency Guide
 - xii. Staff directory with work and home numbers (Phone tree)
 - xiii. District phone directory
 - xiv. Building floor plans and blueprints (if available)-indicate room numbers and/or names of rooms/names of hallways-indicate main gas-electrical/water shutoff valve locations-locations of chemicals and/or possible explosive compounds
 - xv. Building inside/outside master keys

29. FORMS

a. Forms are available on the Intranet under Facilities

i. CRISIS DOCUMENTATION FORM

CRISIS DOCUMENTATION FORM

1. Emergency Time/Situation/Response

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Location: _____

Situation: _____

Response: _____

2. Employee/Student Status

	Absent	Injured	# Sent to hosp./med	Dead	Missing	Unaccounted for (away from site)	# Released to parents	# Being supervised
Students								
Site Staff								
Others								

List Personnel and **Check** reason absent or missing

Name	ABS	INJ	HOSP	Dead	Unacc	Rel

1. Structural Damage **Check** damage/problem and indicate location(s).

Check ✓	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/cooling	
	Walls	
	Doors & Gates	
	Windows & Glass	
	Drainage	
	Other (list):	

2. After Action Report:

- a. Legal Review YES ___ NO ___
- b. Insurance Review YES ___ NO ___
- c. State Review YES ___ NO ___
- d. New Orleans YES ___ NO ___
- e. Other: _____ YES ___ NO ___

3. Approve Report by HOS: _____ Date _____

CHEMICAL SPILL /HAZARDOUS MATERIALS FORM

Instructions: Complete for any type of Chemical product or hazardous materials spill or incident. Provide a copy of this report to Director of Facility.

1. Personnel Involved in Spill Reporting:

Room #	Name	T/S	Phone Number

2. Name and Title of Person Responsible for Spill Response:

3. General Spill Information:

Common Name of Spilled Substance: _____

Quantity Spilled (Estimate): _____

Describe Concentration of Material (Estimate): _____

Date of Spill: ____/____/____ Time Spill Started: ____ AM ____ PM

Time Spill Ended: ____ AM ____ PM

4. Spill Location and Conditions: Room#: _____, 727 Carondelet Street, New Orleans, LA 70130

5. Actions taken:

To Contain Spill or Impact of Incident: _____

To Cleanup Spill or Recover from Incident: _____

To Remove Cleanup Material: _____

To Document Disposal: _____

To Prevent Reoccurrence: _____

6. Reporting the Spill:

Spills to soil that may be an immediate threat to health or the environment (i.e., explosive, flammable, toxic vapors, shallow groundwater, nearby creek, etc.): Call the appropriate Ecology Regional Office immediately. If not immediately threatening, but may be a threat to human health or the environment, report to Ecology within 90 days.

List all agencies contacted; include names, dates, and phone numbers for

people you spoke with:

Agencies	Name	Date	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7. Additional Notes/Information (if necessary):

BOMB THREAT REPORT FORM

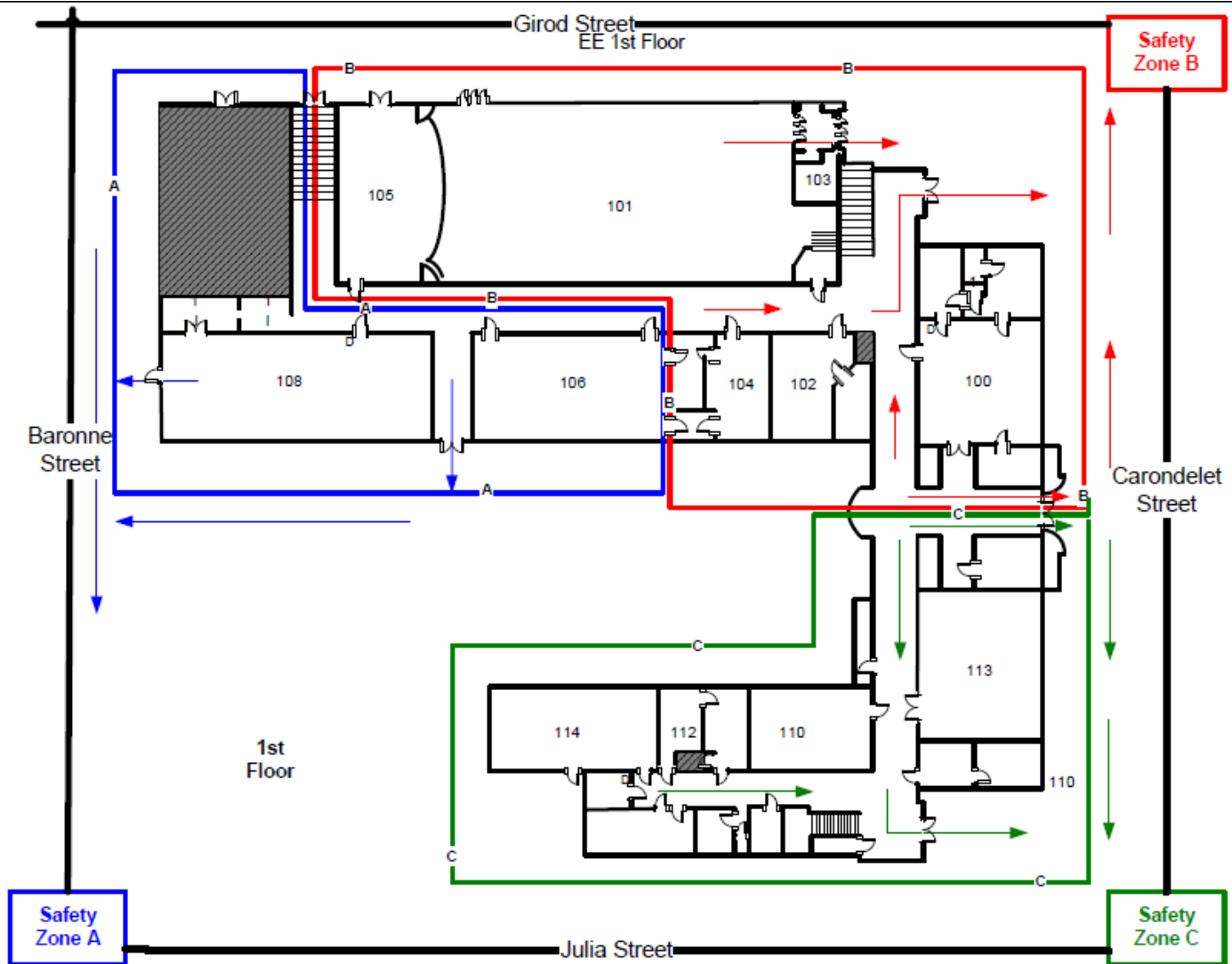
1. Time and date reported: _____
2. How reported EXACT words of Caller:

3. Questions to ask: (**Remain calm and speak distinctly.....Try to keep caller talking as long as possible.**) Tell caller that the school building is occupied and innocent people will be hurt.
 - a. When is the bomb going to explode? _____
 - b. Where is the bomb right now? _____
 - c. What kind of bomb is it? _____
 - d. What is it made of? _____
 - e. What does it look like? _____
 - f. What will cause it to explode? _____
 - g. When will it go off? _____
 - h. Why did you place the bomb? _____
 - i. How did you get in the building? _____
 - j. Where are you calling from? _____
 - k. What is your address? _____
 - l. What is your name? _____
4. Description of Caller's Voice:
 - a. Male _____ Female _____ Middle Age _____ Old _____ Child _____
 - b. Accent _____ Speech Patterns _____ Tone of Voice _____
 - c. Caller appeared to be:
Calm _____ Angry _____ Nervous _____ Drunk _____ Sober _____
5. Comments
 - a. Background Noise: _____
 - b. Is voice familiar? _____ If so, who does it sound like? _____
 - c. Other voice characteristics: _____
 - d. Time caller hung up? _____ Remarks: _____
 - e. Time and telephone number of very next call: _____
 - f. Name of person receiving call: _____

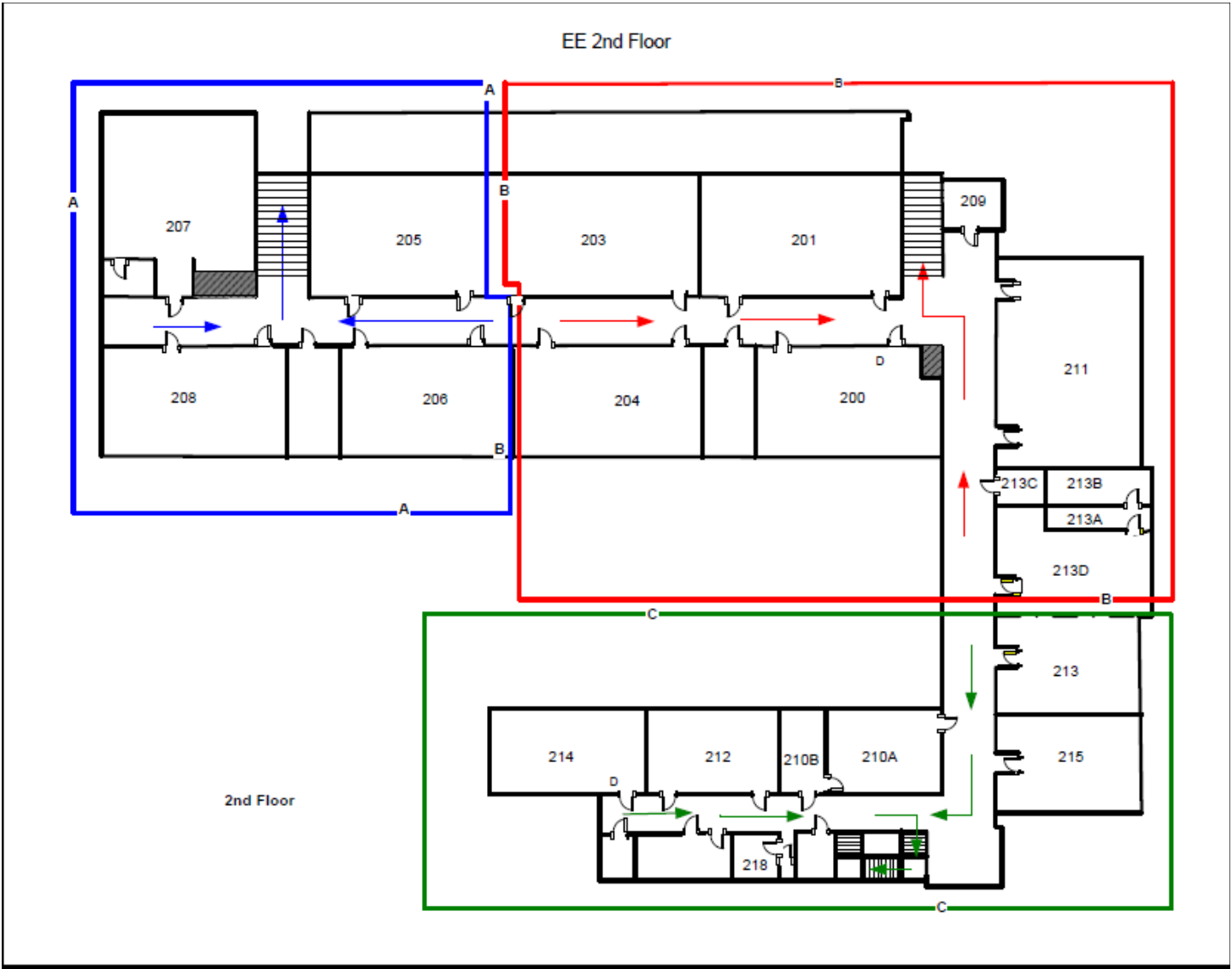
Action Required: Immediately notify the principal or his/her designee. Be prepared to also notify the law enforcement and/or fire department.

30. Emergency Egress (EE) Maps

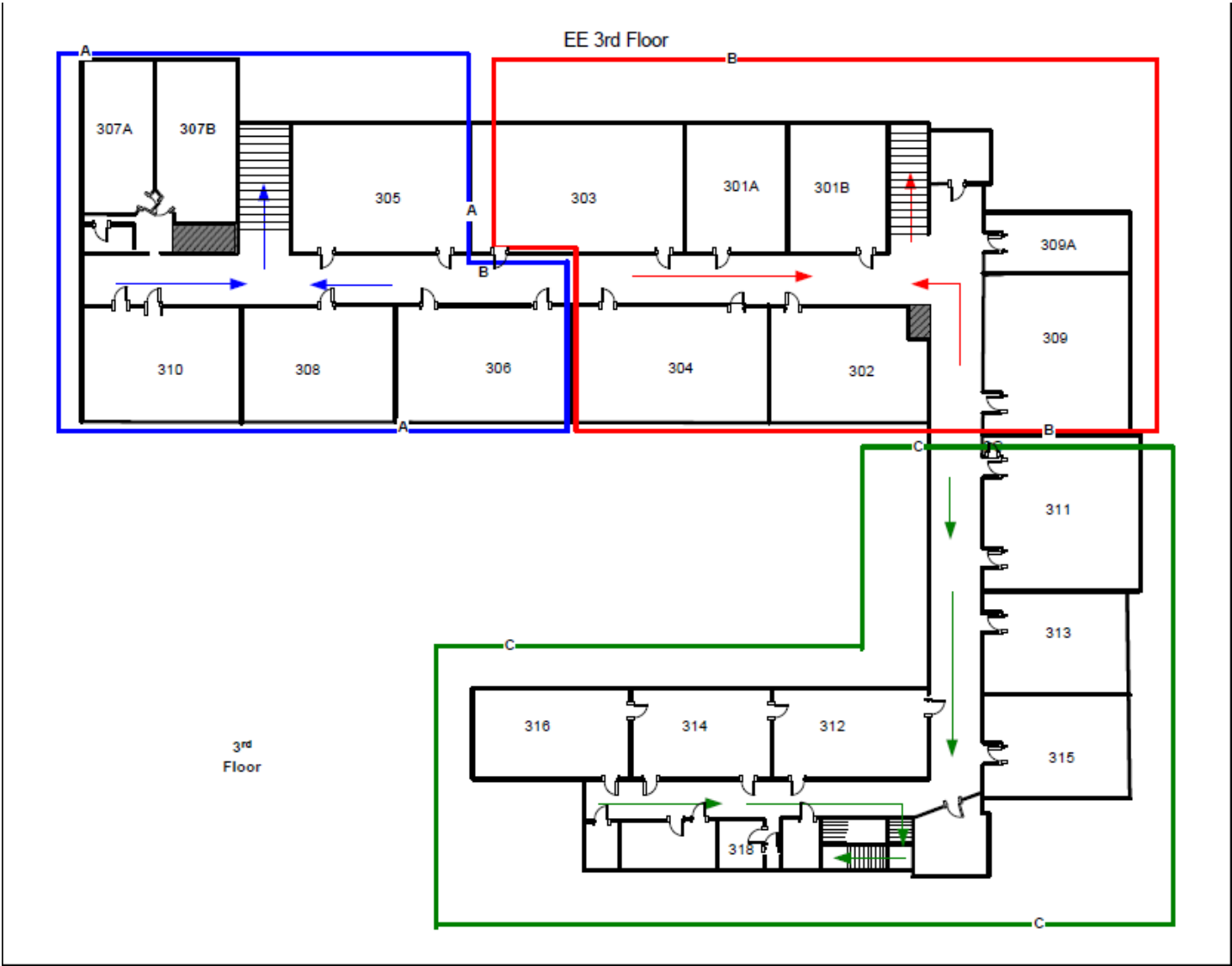
Forms are available on the Intranet under Facilities –



EE 1st Floor.pdf

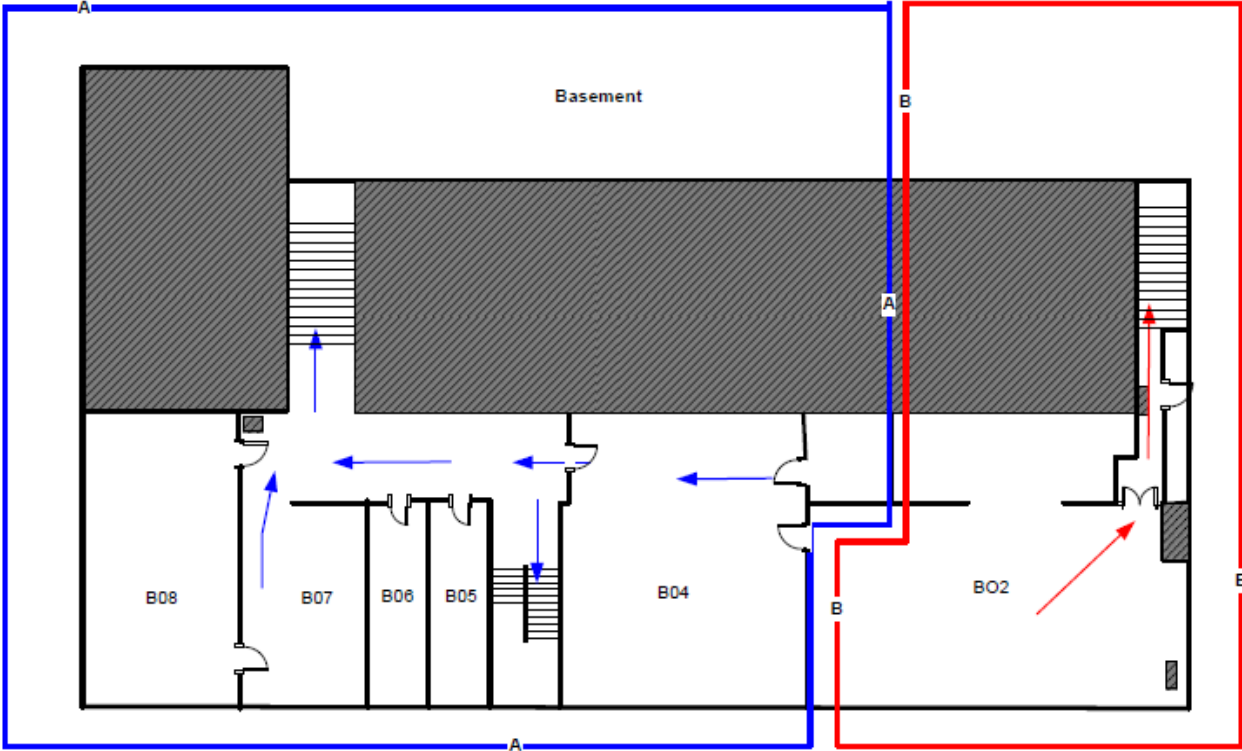


EE 2nd Floor.pdf



EE 3rd floor.pdf

EE Basement



EE Basement.pdf



Acknowledgement of Emergency Preparedness Manual

1. I the undersigned acknowledge that I received and understand the Emergency Preparedness Manual.
2. Received Briefing on: _____

Received	Date: _____	_____
		Signature
	Room#: _____	_____
		Print Name
	Phone#: _____	_____
		Email