

# Valley View Emergency Response Plan

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## Introduction

The Crisis Response Team is in place to create a school emergency response plan. They are first ones to react to a crisis situation. The team members will assist teachers, administrators, students, and staff members during a crisis.

Team Members: Richard Huggins	932-9691
Dana Shoemaker	932-5284
Tara Smith	910-0089
June Horne	935-7747
Virginia Moore	935-1602
Ella Bradsher	910-5140
Candy Godwin	935-9205
Diane Putman	932-0082
Stacy Johns	935-7348
Catherine Williams	935-0778
Kelli Onstead	781-9371

### Off Campus Counselors and Organizations:

#### Counselors:

1. Linda Graham (870) 935-4771
2. Jack Bowers (870) 935-4771
3. Stacy Crawford (870) 931-8814 or 272-0356
4. Nikki Simpson Cell 219-7851

#### Organizations:

1. Red Cross (870) 932-3212
2. Ministerial Fellowship (870) 935-1950

# Valley View Emergency Response Plan

## School First Aid Personnel

### Call 911

Candy Godwin High School Building	Nurse Extension 103
Glenda Rook Elementary Building	Nurse Extension 117
Arkansas Poison Control Center	1-800-376-4766
St. Bernard's Regional Center	1-870-972-4288
Regional Medical Center	1-870-972-7251
Jonesboro Police Department	Emergency- 911 Non-Emergency 1-870-935-5553
Craighead County Sheriff's Office	1-870-933-4550
Arkansas State Police	1-870-935-7302

### Bus Transportation Accident:

#### Driver's Responsibility:

1. Call 911
2. Call the Valley View School (1-870-932-3737) Ext. 114

#### Secretary's Responsibility:

1. Contact the Administrator on duty.

2.

- a. Monday- Gaylon Taylor (Ext. 131)
  - b. Tuesday- Sharon Taylor (Ext. 149)
  - c. Wednesday- Richard Huggins (Ext. 139)
  - d. Thursday- Sue Castleberry (Ext. 102)
  - e. Friday- Cheryl Cain (Ext. 115)
2. Contact the Director of Transportation (Ext. 139)
  3. Contact the Superintendent (Ext. 127)

#### Administrator on Duty Responsibilities:

1. Go to the scene of the accident; stay in contact with the Superintendent.
2. Be the spokesperson to the media.
3. Go to the hospital with student if needed.
4. Notify any parents of injured students and tell them of hospital location, etc.
5. Appraise Emergency Response Team Leader

#### Transportation Director's Responsibilities:

1. Go to the scene of the accident.
2. Work with the Administrator on duty in preparing statements for the media.
3. Go to the hospital to check on the needs of injured students.

#### Emergency Situations: (Classrooms)

#### Teacher Responsibilities:

1. Use call button in classroom to call office, take appropriate action (s) to ensure the safety of the students in his or her classroom.
2. Identify if a nurse is needed , or if 911 should be called.

### Secretary's Responsibilities:

1. Call nurse or 911 if needed.
2. Contact building Principal and Emergency Response Team Leader.

### Administrator's Responsibilities:

1. Report to emergency situation.
2. Assist in ensuring the safety of the children.
3. Report situation to Superintendent.
4. Go to the hospital if needed.
5. Inform parents of situation.

### Emergency Situations (Outside the Classroom) 9/13/99

### Teacher\Paraprofessional Responsibilities:

1. Use walkie talkies to call the office.
2. Identify if a nurse is needed or if 911 are needed.
3. Give location of accident.
  - a. After safety measures have been obtained, complete accident form.

### Secretary's Responsibilities:

1. Call nurse or 911 if needed.
2. Call Building Administrator and Dean of Students.
3. Give location of the accident (be specific).
4. Get medical information for Emergency Team (Books with names, addresses, parents, emergency numbers, doctors etc.)
5. Contact appropriate counselors, if needed.

### Administrator's Responsibilities:

1. Go to the scene of the accident, stay in contact with the Superintendent and Dean of Students.
2. Go to the hospital if needed.
3. Notify parents of situation.
4. Be spokesperson for media.

### Evacuation Procedures

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire, bomb threat, or other type of disaster that would necessitate the evacuation of the building.

### Procedures:

1. Everyone clear the building immediately.
2. Appoint one student in each class to close the door and see that everyone is out of your area or class.
3. Exit according to the building exit instructions.
4. Get as far away from the building as possible, in a designated area.
  - a. Teacher take grade book and first aid bag.
5. Teachers take roll and report any absences to the building Principal.
6. An administrator will give the "all clear" to return to the building after all areas have been reported safe.
7. If an area is barricaded, then the next exit should be used.

### Natural Disasters

#### Tornadoes-Severe Weather

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of severe weather or earthquakes.

### Administrator's Responsibilities:

1. Stay in touch with Superintendent, concerning weather reports.
2. Set off weather alarms.
3. Prepare sign-out station for parents (appoint personnel).
4. Check areas where students have been assigned to take shelter.
5. Encourage teachers, students, and workers to remain calm.
6. Assist with injuries, notify emergency help, and report injuries to Dean of Students.
7. Give the all clear signal to return to classes.

### Teacher Responsibilities:

1. Move students to a safe location when possible.  
Elementary Grades- Hallways  
Intermediate Grades- tunnel  
Jr. High School- Fine Arts building  
Sr. High School-West Wing in the Hallway
2. Take grade book and Emergency First Aid Bag.
3. Take roll and report any missing students. (Use Cards)
4. Keep calm; try to be comforting to students.

### Student Responsibilities:

1. Stay calm.
2. Be seated in the area of safety, cover head.

## Earthquakes

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

Teachers will instruct the students to Get Down and Cover when the teacher observes the earth shaking. Teachers will be instructed to evacuate the building after the shaking stops, if power permits. If there is no power, teachers will evacuate according to the evacuation plan.

#### Classroom Procedures:

1. Students are to drop and take cover under their desk or a table near them, and face away from the windows.
2. Students shall remain in the sheltered position for at least 60 seconds.
3. Students are to evacuate the building when the signal is given. (one long bell)

#### Gymnasium Procedures:

1. Move quickly through the doors going into the Jr. High Building (South Doors) and assume a crouched position.
2. Sit with back to the wall, place head close to knees, cover sides of head with elbows and clasp hands firmly behind the neck.

#### Library Procedures:

1. Move away from bookshelves.
2. Take cover under tables.

#### Cafeteria Procedures:

1. Move to a crouched position, protecting head along inside walls or under tables.

#### Students Outside the Building:

1. Move to an open space away from the buildings, power lines, or trees.
2. Take a position protecting head.
3. Be observant and listen.

School Bus Procedures:

1. Remain in seats and hold on.
2. Bus drivers stop bus away from power lines, bridges, overpasses, and buildings.

Earthquake Evacuation Procedures:

Administrator's Responsibility:

1. Signal for Evacuation, if there is power

Teacher Responsibilities:

1. Walk quietly to the evacuation site, 100 feet or more from building.
2. Stay away from power lines, gas supply areas, and buildings.
3. Stay with class.
4. **STUDENT HELPERS WILL GO WITH THEIR CLASS UNTIL ROLL HAS BEEN CALLED.**

Evacuation Routes

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## Intruder On Campus

The first person to notice an intruder (person with a weapon or person who is upset or action out of control) will notify the building administrator and give specific details.

Location of intruder

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Gender \_\_\_\_\_

Physical Characteristics \_\_\_\_\_

Clothing worn \_\_\_\_\_

Other \_\_\_\_\_



Administrator's Responsibilities:

1. Announce Lock-Down (This is a Lock-Down, take cover).
2. Notify secretary to call other administration and personnel.
3. Stay in contact with School Resource Officers.

Secretary's Responsibilities:

1. Notify other Administrators.
2. Call 911
3. Notify Janitors and Custodians (Use hand held radios to enforce code.)

Teachers' Responsibilities:

1. After hearing code, bring any student in the hallway into the nearest classroom.
2. Lock classroom door.
3. Turn off all lights.
4. Move students to an area of the room that cannot easily be seen through the window or door.

5. Take roll and report missing students via the intercom. (DO NOT LEAVE THE CLASSROOM FOR ANY REASON.)
6. Keep Emergency First Aid Bag nearby.
7. Concentrate on your classroom and not what is going on outside your classroom.
8. REMAIN CALM, until Police or Administrators give visual clearance.
9. Teachers will be informed of the situation as soon as it is safe to do so.

Students in the Cafeteria During a Lock-Down:

Students on the Playgrounds During a Lock-Down:

### Bomb Threat

Procedures:

1. Upon Receipt of a bomb threat, the person receiving the call will make every attempt to:
  - a. Prolong the conversation.
  - b. Identify background noises and any distinguishing voice characteristics.
  - c. Ask the caller for a description of the bomb, where it is and when it is due to explode.

After receiving the bomb threat, you will hang up, then using any line dial \*57. You will get a recording letting you know if your trace was successful or not. If it was successful, dial 1-800-281-6920 and let them know. They will let the Resource officers know where the call originated. Note on which line the call came in.

2. The person receiving the call will notify the building administrator.
3. Call 911.

Administrators Responsibilities:

1. Notify the Superintendent/Dean of Students.
2. Have secretary notify other administrators.
3. Give evacuation signal.
4. Check absentee list.
5. Meet with police/fire department and search team to decide on the procedures for checking the building.
6. If the threat was written, copy the contents and protect the original message to preserve the fingerprints and other identifying marks. (Place evidence in plastic bag)

Teacher's Responsibilities:

1. Evacuate building to proper areas.
2. Take grade book and Emergency First Aid Bag.

Bomb Threat Checklist

Time \_\_\_\_\_ Date \_\_\_\_\_

Do not hang up. Use another phone to call police.

Record the exact word used by the caller. \_\_\_\_\_

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Ask:

What time is the bomb set for? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

Evaluate the voice of the caller:

<input type="checkbox"/> Man	Accent	<input type="checkbox"/>
<input type="checkbox"/> Woman	Speech impediment	<input type="checkbox"/>
<input type="checkbox"/> Child	Intoxicated	<input type="checkbox"/>
<input type="checkbox"/> Age(approx.)	Other	_____

Background noise:

<input type="checkbox"/> Music	Conversation	<input type="checkbox"/>
<input type="checkbox"/> Children	Machine noise	<input type="checkbox"/>
<input type="checkbox"/> Typing	Traffic	<input type="checkbox"/>
<input type="checkbox"/> Airplanes	Other	<input type="checkbox"/>

Person receiving threat will immediately notify the principal.  
Call received by \_\_\_\_\_

## Emergency Bus Drivers

Elementary: Mia Bailey  
June Horne  
Laura Carter  
Teresa Cooper

Intermediate: Nancy Best  
Kathy Howell  
Kelli Onstead  
Kristi Thomas  
Ella Bradsher  
Kim Blanchard

Junior High: Gaylon Taylor  
Jason Manchester  
Ron Bishop  
Chris Jennings  
Gene Denton

Senior High: Jennifer Cooper  
Rhonda Shannon  
Shelly Lumpkin  
Frank Thomas  
Lynn Moody  
Ralph Cheshier  
Jason Smith  
Randil May  
Richard Huggins  
Robert Beach  
Radius Baker

## Teachers With First-Aid Training

- Elementary: Reesa Cain  
Anita Frank  
Laura Rankin  
Beth Schulte  
Amy Simpson  
Teresa Watkins  
Becky Poe
- Intermediate: Margie McGee  
Pam Clark  
Debra Mangrum  
Kristi Thomas  
Joannie Hannah  
Rebecca Perrin  
Kim Blanchard  
Ella Bradsher  
Linda Shepherd  
Quincy Grant
- Junior High: Carol Rhein  
Jean Street  
Betty Ann Smith  
Sherry Mason  
Ron Bishop  
Stacy Johns  
Gene Denton  
Rachel Clairday  
Diane Putman  
Brenda Harbison  
Sharon Ward

Krystal Hooten  
Chris Jennings  
Jason Manchester

Senior High: Catherine Williams  
Jennifer Cooper  
Rhonda Shannon  
Tara Smith  
Shelly Lumpkin  
Dana Shoemaker  
Donna Pierson  
Frank Thomas  
Lynn Moody  
Vicky Young  
Ralph Cheshier  
Jason Smith

Mail Tampering  
(Anthrax, etc.)

Suspicious Package/Letter (Not Yet Opened).

1. Contact SRO and Dean Huggins
2. Shut down heat/air and all fans.
3. Isolate the room.

SRO's Duty:

1. Triple bag the item in a ziploc bag.
2. Contact the Jonesboro Fire Department Response Team.
3. Begin Investigation:
  - A. Treat isolated room as a crime scene.
  - B. Track the letter. (Who has handled the letter).

Administrator's Duty:

1. Assist Police in keeping Staff/Students clear of isolated area.
2. Assist Police in determining who has handled the letter/package.

Jonesboro Fire Department:

1. Seal the letter/package and turn it over to the Jonesboro Police Department Criminal Investigator.

Suspicious Package/Letter (Opened)

1. Contact SRO and Dean Huggins.
2. Shut down heat/air and all fans.
3. Isolate the room.
4. Anyone who handled/opened the package will need to wash hands and arms as soon as possible with a mild soap and warm water. Anyone that has had direct contact with

the substance will need to shower using warm water and a mild soap. They will need a change of clothes. The clothes worn will be placed in three plastic bags, sealed and may be used as evidence.

**SRO's Duty:**

1. Isolate and Seal off area.
2. Contact JFD Response Team.
3. Begin Investigation:
  - A. Treat area as a crime scene.
  - B. Track the letter. (Who handled it).

**Administrators Duty:**

1. Assist Police in keeping area clear.
2. Assist with who handled the letter/package.

**JPD Response Team Duty:**

1. Recommend to Law Enforcement/School Administrators Of next appropriate action.
2. The Substance would be sent to Little Rock and analyzed for content.
3. Other Action would be based on the outcome of the analysis.