

Administrative Regulation Topic PROCEDURES FOR RESPONDING TO EMERGENCY SITUATIONS	Adoption Date	Rescinds/Amends
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The following are recommended guidelines or procedures that the building principals should use when faced with an emergency situation such as a bomb threat. Although each incident must be handled on a case-by-case basis these basic steps should be taken.

Responding to Emergency Situations:
(Bomb threat via telephone)

1. Individual taking the call write down as much information as possible immediately (i.e., everything the caller said: description of voice-male or female; noises in the background; exact time of the call; use caller I.D. if available).
2. Notify building administrator immediately (if call taken by secretary or other office personnel).
3. Building principal notify Superintendent's Office or a Central Office Administrator immediately upon collecting all of the available information.
4. Make determination on whether or not an evacuation of the building is necessary.
5. If an evacuation is necessary the building principal will immediately call the local police department (Woodland Park the Stanton County Sheriff's Office and the Nebraska State Patrol). The police department will, in turn, contact the fire department for assistance in securing the area around the building in question.
6. Building Principal needs to notify personnel at the emergency facility and have them be aware and prepare for students coming into their facility.
7. Make announcement to building (students and staff) that "An emergency condition exists. When the fire alarm sounds everyone must proceed out the closest exit and walk as quickly and as orderly as possible to the (name the emergency facility in your school area)."
8. Building principal needs to set up and establish a location outside the building (as a command post) with law enforcement.
9. *Once the time line has passed or it is reasonably safe to return to the building the principal will take his volunteer staff members and proceed through the building section by section: floor by floor looking for "unusual objects".
10. Make decision on "all clear" call to staff and students to allow them to return to the building.

* Each building principal should identify 5-12 staff volunteers (depending on the size of the building to do the building walk through after a bomb threat or other emergency situations where the building must be evacuated. Some instruction should be given on how to cover and search a building and what specific things to look for. Make sure to include custodial staff.

(Possible inservicing may be provided by the local law enforcement or state patrol)