

**IMPORTANT TELEPHONE NUMBERS**

**Mason Consolidated School Phone Numbers**

For Any Emergency .....911

**Administration Office:**

- Superintendent’s Office Secretary..... 848-9301
- Superintendent’s Office..... 848-9304
- Business Office ..... 848-9303
- Transportation, Building and Grounds Secretary  
..... 848-9300
- Director of Transportation, Building and Grounds  
..... 848-9305

**High School Office:**

- Secretary Office ..... 848-9350
- High School Principal ..... 848-9353
- Asst. Principal/Athletic Director ..... 848-9356
- Athletic Director Secretary ..... 848-9357

**Middle School Office:**

- Secretary Office ..... 848-9361
- Middle School Principal ..... 848-9393

**Elementary School Office:**

- Secretary Office ..... 848-9401
- Middle School Principal ..... 848-9402

## **BOMB THREAT CHECKLIST (PHONE)**

**(Make copies of this page for reporting purposes and retain a copy for school file.)**

**Date of call:** \_\_\_\_\_

**Exact time of call:** \_\_\_\_\_

**Exact words of caller:** \_\_\_\_\_

\_\_\_\_\_

### **QUESTIONS TO ASK CALLER:**

1. When is the bomb going to explode? \_\_\_\_ a.m. p.m.
2. Where is the bomb? \_\_\_\_\_
3. What does the bomb look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to explode? \_\_\_\_\_
6. Did you place the bomb?      Yes      No
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

If voice is familiar, whom did it sound like? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

### **CALLER'S VOICE**

Sex \_\_\_\_\_ Age \_\_\_\_\_

Accent \_\_\_\_\_

- |              |               |              |               |
|--------------|---------------|--------------|---------------|
| ____ Normal  | ____ Loud     | ____ Calm    | ____ Broken   |
| ____ Slow    | ____ Sincere  | ____ Crying  | ____ Giggling |
| ____ Slurred | ____ Angry    | ____ Stutter | ____ Rapid    |
| ____ Deep    | ____ Stressed |              |               |

### **BACKGROUND SOUNDS**

- |                       |                        |
|-----------------------|------------------------|
| ____ Street noises    | ____ Factory machinery |
| ____ Phone booth      | ____ Animal noises     |
| ____ Voices           | ____ Clear             |
| ____ PA system        | ____ Static            |
| ____ Music            | ____ House noises      |
| ____ Long distance    | ____ Local call        |
| ____ Office machinery | ____ Motor             |
| ____ Other: _____     |                        |

### **THREAT LANGUAGE**

- |                                       |
|---------------------------------------|
| ____ Well spoken (educated)           |
| ____ Incoherent                       |
| ____ Taped                            |
| ____ Foul language                    |
| ____ Irrational                       |
| ____ Message scripted by threat maker |

**DISTRICT**  

---

**EMERGENCY MANAGEMENT GUIDE**  
**ADMINISTRATIVE**

**SCHOOL**

**EVACUATION SITE**

**PHONE**

**OFF-SITE EVACUATION LOCATIONS**

## MEDICAL EMERGENCIES / UNIVERSAL PRECAUTIONS

**Universal Precautions** involve the use of protective barriers such as gloves, gowns, aprons, masks, or protective eyewear, which can reduce the risk of exposure of the skin or mucous membranes to potentially infective materials. All employees should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure during contact with any individual's blood or body fluids that require universal precautions.

### **Administrator's Responsibilities**

- Call 911.
- Report to the scene. Secure and isolate the area.
- Have staff trained in first aid/CPR respond to the area to assist.
- Assign an individual to meet and escort the emergency medical responders to the scene.
- Notify the parent/guardian.
- Notify central office.
- Provide the police/EMS with emergency information.
- Accompany the student/staff to the hospital if the parent/guardian or family member cannot be there.
- Initiate support services for students/staff immediately.



## Staff's Responsibilities

- Evaluate the accident scene. Isolate and secure the area.
- Direct any unaffected persons to a safe and secure area.
- Notify the Administrator. Advise them of the number of injured and of the situation. Give the location.
- If the scene is safe, proceed to the victim and assess the severity of the injury.
- Stabilize the victim and administer first aid, if needed.
- Use universal precautions when handling body fluids.
- Assist the emergency medical responders.
- If the scene is not safe, e.g. electric shock, downed wires, etc., wait for emergency responders.

## PM Custodial Responsibilities

- Same as Administrator's Responsibilities, except do not call central office.
- Call the "On-Call" Supervisor.

## **BOMB THREAT CHECKLIST (PHONE)**

Reportable  
Incident 

If a bomb threat is received by way of E-MAIL, FAX or WRITTEN NOTICE  
notify Building Administrator as soon as possible.

1. **Stay calm.** Take a deep breath and focus on what the caller says.
2. **Keep the caller on the phone** as long as possible.
3. **Ask the questions** in the Bomb Threat Checklist.
4. **Complete the Bomb Threat Checklist.**
5. **Immediately contact the designated Administrator who will call 911** and determine if evacuation is necessary.
6. **Cell phones and electronic devices must not be used.** They can trigger some types of bombs.
7. **DO NOT TOUCH** anything suspicious.
8. **Lockdown** the building according to instructions from your Administrator.



## **BOMB THREAT PROCEDURES (DEVICE LOCATED)**

### **Overall Procedures**

1. Upon discovery of a suspicious device, immediately notify the Administrator.
2. If a device is located in a classroom, immediately and calmly evacuate.

**Under no condition, attempt to touch or move the device.**

**Turn off cell phones or electronic devices – they can activate explosive devices.**

### **Administrator's Responsibilities**

- Upon notification of a device located:  
*Don't forget... there may be more than one device.*
  - Call **911**; use only landlines – NO CELL PHONES.
  - Notify central office.

### **Staff's Responsibilities**

- Call school office on school telephone, not cell phone.
  1. Wait for decision on whether to Lockdown or Evacuate.
  2. If **Lockdown** is ordered, follow **Lockdown** procedures.

3. If **Evacuation** is ordered, follow **Evacuation** procedures as directed by the Administrator.
4. Staff should look for and report all suspicious objects to the Administrator immediately.
5. Once evacuated, stay in your designated areas until you are told it is safe to return to the building.

### **PM Custodial Responsibilities**

- Same as *Administrator's Responsibilities* except do not call central office.
- Call the "On-Call" Supervisor for further direction.



## EVACUATION PROCEDURES

### Administrator's Responsibilities

- Signal an evacuation from the building by using the fire alarm.
- Involve other staff as necessary.
- Call **911**.
- Notify central office.
- If an off-site evacuation is needed, request transportation to the designated site. Coordinate your effort with emergency responders.
- Take the Go Bag/Evacuation Bag.

### Staff's Responsibilities

- Follow the evacuation routes posted in the room unless otherwise advised.
- Close your classroom doors when leaving the room.
- Take your class list and Emergency Management Guide and exit the building.
- Once outside, take roll call.

- Hold up Emergency Management Guide to indicate:
  - **Red Side Out:** Need Help
  - **Green Side Out:** All Clear
  - **Blue Side Out:** Disabled Person, Non-Emergency Assistance Needed
- Report missing student(s) ASAP to the Administrator.
- Remain with classes and await further instructions from the Administrator.

### PM Custodial Responsibilities

- Same as *Administrator's Responsibilities*, except do not call central office.
- Call the "On-Call" Supervisor for further direction.

GO BAG/EVACUATION BAG/EMERGENCY BAG >>>

## GO BAG/EVACUATION BAG/EMERGENCY BAG

The following is a list of suggested emergency bag items.

### SUPPLIES

- \_\_\_\_\_ A monthly bag check sheet/inspection list
- \_\_\_\_\_ Flashlight(s) and batteries
- \_\_\_\_\_ Latex gloves
- \_\_\_\_\_ Emergency Response Guide (flip chart)
- \_\_\_\_\_ Note pads
- \_\_\_\_\_ Pens, pencils
- \_\_\_\_\_ Name tags/vests/jackets (means to identify)
- \_\_\_\_\_ Staff roster
- \_\_\_\_\_ Student roster
- \_\_\_\_\_ List of staff members with cell phone numbers
- \_\_\_\_\_ Cups
- \_\_\_\_\_ Yearbook
- \_\_\_\_\_ Emergency numbers and phonebook
- \_\_\_\_\_ Student emergency cards
- \_\_\_\_\_ List of specific student health concerns
- \_\_\_\_\_ Staff health information cards
- \_\_\_\_\_ Crisis Plan
- \_\_\_\_\_ First aid kit
- \_\_\_\_\_ Attendance/early dismissal/late arrival lists
- \_\_\_\_\_ Tissues
- \_\_\_\_\_ Soapless hand cleaner
- \_\_\_\_\_ Safety pins
- \_\_\_\_\_ Sanitary pads
- \_\_\_\_\_ Ace bandages
- \_\_\_\_\_ Quick ice packs

### TAKE WITH BAG

- \_\_\_\_\_ Student medications
- \_\_\_\_\_ Student medication log
- \_\_\_\_\_ Diabetic supplies i.e. drink boxes, crackers
- \_\_\_\_\_ Cell phone
- \_\_\_\_\_ Bull horn(s)
- \_\_\_\_\_ Whistle(s)
- \_\_\_\_\_ Two-way radio

### Other possibilities, depending on specific district plans:

- \_\_\_\_\_ Master keys
- \_\_\_\_\_ Photos of all sides of building
- \_\_\_\_\_ Material Safety Data Sheets (MSDS)
- \_\_\_\_\_ List of location of shut-off valves
- \_\_\_\_\_ Area map
- \_\_\_\_\_ Floor plans (local law enforcement have these on computer)

## REUNIFICATION OF STUDENTS WITH PARENT / GUARDIAN

At the beginning of the school year when reviewing the school safety procedures, inform parents about the student reunification and release procedures. This material should be included in your student handbook distributed at the beginning of the school year.

### Administrator's Responsibilities

- Designate an assembly area for students and a separate reunification area for parents at the evacuation site.
- Assign staff to act as runners to escort students to reunification area.
- Assign staff not with students in the assembly area to assist at reunification site.

### Staff's Responsibilities

- Keep students in designated assembly area.
- Release students only to a staff runner.
- If parent/guardian shows up at assembly area, direct them to the reunification site to check in.  
**(Do not send student with parent/guardian.)**

### At Reunification Site

- Ask parent/guardian for name(s) of student(s) to be picked up.
- Request a picture ID to verify the identity of the adult.
- Refer to student emergency card to verify that the adult is authorized to pick up student.
- Do not release students to people not listed on the emergency card.
- Send a runner to the assembly area to escort student to reunification site.
- Document to whom the student has been released along with date and time. This can be done on a class list.
- Obtain signature from the adult prior to releasing student.
- If a child is in the first aid area, escort adult to that area for reunification.



## Media at the Reunification Site

- Set up a designated area for media that is not near the assembly area or the reunification area.
- Request identification for any media member and have all media sign in.
- Do not allow the media to question students or parents at the relocation site.
- Have designated district spokesperson communicate with the media.

## SHELTER-IN-PLACE / LOCKDOWN



A **Shelter-in-Place** is declared when, in the opinion of the Administrator in charge, it is necessary for students to clear the halls and return to their assigned classroom. This may be a medical emergency, outdoor chemical spill, or toxic gas. Regular classroom activities can take place.

A **Lockdown** is declared when the safety of students and staff requires students and staff to stay in their classrooms. Stop classroom instruction. All exterior and interior doors are closed and locked. Lights are extinguished and students are kept out of the line of sight of exterior and interior windows and doors to the extent possible.

### **Administrator's Responsibilities**

- Immediately declare **Lockdown** or **Shelter-in-Place**.
- Call **911**, if necessary.
- Lock exterior doors.
- Direct the school bells to be turned off.
- Escort any students in the hallways to a safe location.
- Make a determination concerning students who are outside the building.
- Allow no one to enter or exit the building.
- Notify central office.
- Await the arrival of emergency responders.
- Coordinate with police/EMS personnel.

### **Staff's Responsibilities**

- Immediately do a quick sweep of the hallways and instruct any students nearby to come into the room.
- If possible, lock your classroom door. Doors must never be opened. Proper authorities will have keys.
- Stay with and direct students, take roll and provide assistance.
- Keep students quiet and out of the line of sight from interior windows. Turn off all classroom lights and close all windows.
- Do NOT close classroom blinds.
- Maintain calm in the classroom – keep all students; no hall passes.
- Make a list of missing students.



- Listen for announcements for further instructions, e.g., continue classroom instruction, reporting of missing students, etc.
- Wait with the students until a uniformed officer or school official known to you invites you out. Do not respond to the fire alarm during a Lockdown unless a known Administrator makes a supporting announcement.
- Teachers without a class during a Lockdown should do a quick sweep of the hallway, instruct students to come into their rooms, record their names, and remain in a secure location to await further instruction.

## PM Custodial Responsibilities

- In the absence of an Administrator or supervisory staff member, the custodial staff will declare a “**Lockdown**” with specific reason, i.e., **Lockdown** – Take Cover.
- Call **911**, if necessary.
- Call the “On-Call” Supervisor for further direction.
- Assist responders.

## SEVERE WEATHER

**Tornado Watch:** Conditions are right for a tornado.

**Tornado Warning:** A funnel cloud has been sighted. Take cover.

**At the first sign of lightning, all students should be inside the building.**

### Administrator's Responsibilities

- Monitor the Early Warning Weather Radio.
- Monitor developing weather conditions.
- If conditions warrant, protective measures should be taken.
- Direct students and staff to proceed to the shelter area.
- If there is a medical emergency call **911**.
- Announce when students/staff are to return to their rooms.
- If damage has occurred evacuate the affected areas/campus if necessary.
- Discourage the release of students until the severe weather passes.

### Staff's Responsibilities

- Upon order to **Take Cover**, proceed to the shelter area.
- Take your class list and Emergency Management Guide.
- Account for all students. Report missing students to the Administrator.
- Await further instruction from the Administrator.
- Return to your classroom when "**All Clear**" is announced.
- Account for all classroom occupants.

### PM Custodial Responsibilities

- Monitor developing weather conditions.
- Contact the "On-Call" Supervisor for direction.
- If conditions warrant, protective measures should be taken.
- Direct students and staff to proceed to the shelter area.
- If there is a medical emergency, call **911**.
- If damage has occurred to the building, evacuate the affected areas/campus.

## INTRUDER / UNAUTHORIZED PERSON ON SCHOOL SITE

### Administrator's Responsibilities

- Approach the person and determine the nature of his/her business.
- Ask for identification.
- Request the person accompanies you to the office. If the person is looking for a specific student, check the file for court orders, e.g. personal protection orders, custody orders.
- If there is no acceptable reason to be in the building, ask the person to leave the building site.
- If person refuses to leave:
  - Call **911**.
  - Notify central office to report the incident. Provide a description of the person.
  - Await a police response.
  - If appropriate, declare "**Lockdown**."

### Staff's Responsibilities

- Approach the person and determine the nature of his/her business.
- Request that the person report to the office.
- If possible, accompany the person to the office.
- If suspicious, notify the Administrator ASAP.

### PM Custodial Responsibilities

- Approach the person and determine the nature of his/her business.
- If you suspect a problem call **911** and provide a description of the person.
- Call the "On-Call" Supervisor.



CHEMICAL / BIOLOGICAL / RADIOLOGICAL /  
NUCLEAR ATTACKS (CBRN)



**Chemical:** The deliberate release of a toxic gas, liquid or solid that can poison people and the environment.

**Biological:** An attack that is a deliberate release of germs or other biological substances that can make you sick.

**Radiological:** The use of common explosives to spread radioactive materials over a targeted area.

**Nuclear:** An explosion with intense light and heat, a damaging pressure wave and widespread radioactive material that can contaminate the air, water and ground surfaces for miles around.

**Administrator's Responsibilities**

- Direct all personnel to **Shelter-in-Place** to minimize contamination of others.
- Call **911**.
- Inform all building occupants that help is on the way and that the power will be shut down.
- Shut down all power and ventilation systems.
- Notify central office.
- Follow fire department directions in order to ensure that everyone is decontaminated appropriately.

**Staff's Responsibilities**

- Notify the Administrator immediately of any injuries, anyone in immediate danger or if anyone is experiencing adverse physical symptoms.
- Immediately begin **Shelter-in-Place** procedures.
- Take attendance and do not allow anyone to exit or enter the room.
- Await further instructions.

**PM Custodian Responsibilities**

- Same as *Administrator's Responsibilities*, except do not call central office.
- Call the "On-Call" Supervisor.

## DEATH / SUICIDE ON SCHOOL SITE

*(Natural causes, accidental, suicide or homicide)*

Reportable  
Incident 

### Survey scene to determine safe approach.

#### Administrator's Responsibilities

- Secure and isolate the area.
- Determine if there is to be a Lockdown.
- Call **911**.
- Notify central office.
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s)/victim(s), if possible.

#### Staff's Responsibilities

- Secure and isolate the area.
- Call **911**.
- Notify the Administrator.
- Calmly remove the students from the area.
- Discourage discussion.
- Wait for the emergency responders to arrive.
- Identify students in need of immediate support.

#### PM Custodial Responsibilities

- Same as *Administrator's Responsibilities*, except do not call central office.
- Call the "On-Call" Supervisor.

- If arson is suspected, inform the responding police/fire personnel.
- Assist the police/fire department.
- Help locate any possible suspect and/or witness(es).
- If the fire was extinguished, still report the fire to the fire department for investigation.

**Administrator's Responsibilities**

- Evacuate the building by using the fire alarm.
- Call **911**; give the specific location of fire, if known.
- Determine if students/staff need to evacuate campus; request transportation to the designated site.
- Notify central office.
- Clear exterior access to building.
- Assist the fire department with locating the utilities.
- Ensure the building is evacuated.
- Signal an **"All Clear"** when appropriate.

**Staff's Responsibilities**

- Close windows and doors.
- Be alert to assist any student with a disability, if needed.
- Evacuate students quietly and in an orderly fashion.
- Bring class list and Emergency Management Guide with you.
- Report to your designated area and take attendance.
- Hold up Emergency Management Guide to indicate:
  - **Red Side Out:** Need Help
  - **Green Side Out:** All Clear
  - **Blue Side Out:** Disabled Person, Non-Emergency Assistance Needed
- Report any missing students to the Administrator.
- Return to building only after the building Administrator gives the **"All Clear"** signal.

**PM Custodial Responsibilities**

- Evacuate the building by using the fire alarm.
- Call **911**; give specific location, if known.
- Call the "On-Call" Supervisor.
- Assist the fire department in locating the utilities.
- Ensure the building is evacuated.
- Reoccupy the building when given an **"All Clear."**

**Overall Procedures**

- If abduction is observed or suspected, call **911**.
- Provide a detailed description of the abductor (physical appearance, type/color of clothing, and make/model/color/license number of any vehicle seen and direction of travel).
- If a person is missing/abducted, immediately notify the Administrator.
- Provide a detailed description of missing person: clothing/time/location where person was last seen, and photograph.

**Administrator's Responsibilities****Missing Person(s)**

- Conduct an immediate search of the school and school grounds.
- Call **911**.
- Notify central office.
- Contact the custodial parent/guardian of the missing student.

**Abduction**

- Call **911**, provide suspect/vehicle information.
- Notify central office.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.

**Staff's Responsibilities****Missing Student(s)**

- Notify the Administrator.
- Assist the Administrator with questioning friends/classmates.
- Maintain control of the remaining students.

**Abduction**

- Notify the Administrator.
- If an abduction is witnessed by others, detain and isolate witnesses from each other for interviews with the Administrator/law enforcement.
- Do not place yourself or students in harm's way.

**PM Custodial Responsibilities**

- Same as *Administrator's Responsibilities*, except do not call central office.
- Call the "On-Call" Supervisor.

## UTILITIES / FACILITIES EMERGENCY

**Any of the following would be considered a utility emergency:**

Water Leak

Power Outage

Sewer Back-Up

Gas Leak

Hazardous Materials

Telephone Down

### **Administrator's Responsibilities**

- Identify the problem and location.
- Notify district operations to call the utility company.
- Notify central office.
- Meet with Head Custodian or Facilities Supervisor to determine the extent of loss and subsequent actions.
- Keep staff informed of developing situation and provide appropriate direction.
- Order an evacuation if necessary (e.g., gas leak).

### **Staff's Responsibilities**

- Notify the Administrator.
- Remain in your classroom, continue to teach and keep students calm.
- Wait for further instructions from the Administrator.
- If evacuation is necessary, follow proper procedures.

### **PM Custodian's Responsibilities**

- Same as Administrator's Responsibilities, except do not call central office.
- Call the "On-Call" Supervisor.



## FERMI INCIDENT – SCHOOL SERVICES

### **Operation and Organization**

In an emergency situation all School Services activities will be coordinated from an emergency coordination facility. This may be the Emergency Operations Center (EOC) or at the Intermediate School District Office, if the EOC is not activated. A representative from the Monroe County Intermediate School District will be present on a 24-hour basis to coordinate all school services activities. This person is known as the School Services Official. The School Services Official is the Supervisor for Transportation, Buildings and Grounds of Monroe County Intermediate Schools.

The School Services Official communicates directly with all Monroe County school districts, who manage their operations according to normal procedures. The school district Superintendents will be the point of contact for the School Services Official. Individual school districts mobilize resources as necessary to provide for the safety of students and school personnel in the event of an emergency situation according to their individual emergency procedures. Each school district in Monroe County will coordinate all emergency actions through the School Services Official. All Monroe County Schools and school districts are included. Coordination of the transportation of students and school staff, in affected schools, is a primary responsibility of the School Services Official. Transportation of the public from affected areas will also be coordinated by the School Services Official. The following is the line of succession, to ensure 24-hour operations:

- Supervisor for Transportation, Building and Grounds of Monroe County Intermediate School District
- Assistant Superintendent for Human Resources and Legal Counsel

## SCHOOL PROTECTIVE ACTION PROCEDURES

The local districts superintendents of the potentially affected schools will implement one of the following actions:

- If the schools are in sessions, the students will continue normal classroom schedules until the School Services Official makes a protective action recommendation based on information gathered, or protective actions are ordered (evacuation, in-place sheltering) by the Governor, or until regular dismissal time.
- If the schools are not in session and evacuation is ordered, implement normal weather closing procedures for those schools in the affected area and for those that will be used as reception/decontamination centers or congregate care centers.
- If student evacuation has been ordered or the School Services Official and the School District Superintendents determine the need to close schools and move students to host schools, the school district superintendents will coordinate with the appropriate personnel to implement the following activities.
- All students attending schools within the affected area will be transported to temporary host schools to await pickup by their families. Students to be evacuated/moved will be transported to one of the host schools.
- Bus evacuation/movement will begin at the schools located nearest to the plant.
- Students who reside within the Emergency Planning Zone but attend schools outside the zone will be bused to host schools to be picked up by their families during the evacuation/movement process.
- Each school facility will be responsible for transporting its students. Students will board the buses according to normal bus route designations. Students who normally walk to school will board the buses as a group.
- At least one adult, in addition to the driver, per busload will accompany the students to the host schools.
- An EAS message will be broadcast to notify parents and guardians of the status and location of their children.
- When the parents of the students arrive, a record will be kept of the students being picked up, by whom, and their destination.
- If student pickup extends beyond 8:00 p.m., the remaining students will be moved to a reception-contamination/congregate care center.
- Notices will be posted to direct the remaining parent and guardians to the appropriate reception-contamination/congregate care center.
- School personnel will assist reception center staff in the student registration, if needed, after the closing of host schools at 8:00 p.m.
- The congregate care centers (Red Cross) will remain open and appropriately staffed by school personnel until all students have been picked up.

## **BUS INCIDENT OR ACCIDENT**

In the event of a dangerous incident during school transportation, safety of the students and staff is the most important factor. Follow school district policy and refer to any of the previously mentioned school safety responses for direction. A call to Transportation should occur in every emergency situation.

### **Transportation Office**

- Record all accident information upon receipt of emergency call.
- Keep open communication with the driver.
- Call 911 or local police if not already done by the driver.
- Notify Central Office.
- Help to secure accident site.
- Send another bus and driver to assist, if necessary.
- Fax, email or telephone in student rider list to the principal.
- Notify school of estimated time of arrival for students.
- Coordinate a plan with building principal to notify parents of the delayed drop-off time.
- Send driver for alcohol and drug screen as per District policy and state and Federal law.

### **Principal's Office**

- Collect information from student enrollment cards.
- Contact parent/guardian of injured student(s), inform them of the accident and to what medical facility their child was transported.
- Contact parent/guardian of non-injured students; notify them of accident and the location of their children. This can be done through Honeywell Instant Alert.
- Follow reunification procedures as needed.
- Coordinate a plan with building principal to notify parents of the delayed drop-off time.

### **Central Office**

- Notify all administrators of the accident, as appropriate, and provide updates when available.
- Obtain a complete list of all students on the bus and the name of the bus driver.
- Obtain a list of injured students as soon as possible.
- Notify Public Information Officer of incident to prepare for media inquiry.

---

### **Driver Responsibilities**

- Check for injuries, call 911 if needed.
- Call Transportation with the accident location and report any injuries.
- Secure vehicle and display warning signs.
- Keep all students on the bus unless it is unsafe to do so. If a threat of fire exists, move everyone to a safe location.
- Administer first-aid, if necessary.
- Account for all students.
- Record extent of all injuries.
- Complete necessary accident report(s).



## **MICHIGAN CHILD PROTECTION LAW AND ITS REQUIREMENTS**

Michigan Child Protection Law (Act No. 238, Public Acts of 1975, as amended, being Sections 722.621-722-638, Michigan Compiled Law Annotated – M.C.L.A.)

### **Purpose**

To provide for the protection of children who are abused by requiring certain identified persons and encouraging others to report suspected child abuse and neglect.

### **Child Abuse**

Harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare, or by a teacher or teacher's aide, which occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

### **Procedures for Reporting Suspected Child Abuse to DHS or Police**

1. School personnel who have reasonable cause to suspect child abuse are obligated by law to report immediately by telephone to DHS. This report is to be made to the DHS office located in the county where the child is found.
  - a. The person who suspects child abuse must be responsible for reporting individual to Child Protective Services.
  - b. Solely reporting the suspicion to the person(s) superior or administrator does not meet the requirements imposed by law.
2. If child appears to be in immediate danger or abuse in the home environment requiring immediate removal, school personnel will also contact the police agency in the jurisdiction where the abuse occurred.
3. The reporting person shall file Form 3200, a written report with DHS, within 72 hours after making the telephone report, as required by this act.

### **Monroe County Department of Human Services Children's Protective Services**

Telephone (available 24/7).....734-243-7400

Fax Number .....1-734-243-4369

For information only .....734-243-7200

Website Link for Form 3200:

<http://www.michigan.gov/dhs>

- On right side under RSS Feeds, choose Protective Services
- On left side under Protective Services, choose Forms and Publications
- Under forms, choose Report of Actual or Suspected Child Abuse or Neglect, form 3200

## **Harassment or Bullying**

“Harassment or bullying” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

### **“Harassment” is conduct that meets all of the following criteria:**

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil’s actual or perceived distinguishing characteristic (see above),
- or is based on an association with another person who has or is perceived to have any of these characteristics.

### **“Bullying” is conduct that meets all of the following criteria: “Bullying” is conduct that meets all of the following criteria:**

- is directed at one or more pupils;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress, and;
- is based on a pupil’s actual or perceived distinguishing characteristic (see above),
- or is based on an association with another person who has or is perceived to have any of these characteristics.

## **Hazing**

Hazing means an intentional, knowing or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.

