Immaculate Heart Central Schools
Emergency Safety Plan

June 25, 2024

Introduction

Immaculate Heart Central Schools are dedicated to a safe and orderly learning environment. School emergencies in recent years have underscored the need for IHC to be prepared for potential crisis and facilitate a safe and healthy learning environment for all students and staff.

Knowing how to respond during a crisis helps everyone remain calm, understand their role, and act as safely and efficiently as possible.

Careful planning, practice, and effective response saves lives, prevents injuries, and minimizes property damage. Exercising, reviewing, and regularly revising this plan are crucial to keeping it current and aligned with best practices.

All staff are expected to review and know the information in this plan. Administrators are expected to share the appropriate drill and safety information with teachers, staff, and students for whom they are responsible.

Please keep this handbook in a secure, accessible location.

In every crisis situation, law enforcement agencies will have authority to take over the management of emergency procedures and protocols.

Purpose

The purpose of this plan is to ensure IHC's readiness to prevent/mitigate, prepare for, respond to, and recover from all manner of emergency situations.

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Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School districts are required to develop a School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The School Safety Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Immaculate Heart Central Schools intend to engage in a continuous cycle of planning and assessment of its School Safety Plan.

General Considerations

Immaculate Heart Central Schools utilize the following programs and activities to prevent emergencies and to intervene when district/school health and safety is threatened:

- Student Code of Conduct, which includes expectations for appropriate behaviors and consequences for inappropriate behaviors.
- Athletic Code of Conduct, which includes specific expectations for appropriate behaviors and consequences for inappropriate behaviors for all student-athletes.
- Programs to promote general kindness and respect
- Counseling services available at every level, JK – 12
- Bus Safety drills, three times annually for all students
- Faculty, staff and students practice the following:
    - Fire Drills
    - Bus Evacuation Drills
    - Go-Home-Early Drills
    - Shelter-in-Place, Hold-in-Place, and Lockout Drills
    - Evacuation to Alternate Site Drills
    - Lockdown Drills
    - Active school shooter training

Implementation of School Security

Immaculate Heart Central Schools has two points of controlled access during the school day when classes are in session: the PK-5 entrance and the 6-12 entrance. Both entrances are monitored by receptionists. Anyone visiting the school during the time classes are in session must sign in. The receptionists control access in the building electronically. The receptionists also call ahead to the visitor's destination to determine the legitimacy of visitors in the building and may be asked to escort certain persons to their destination. Throughout the building, there is considerable video surveillance, which receptionists can view in real time.

Vital Educational Information

Information about students and staff is available to school staff in hard copy, and via computer from any computer or device with internet capability. Information includes emergency contact information, phone numbers, addresses, medical alerts, attendance, e-mail addresses, and other relevant information.

Early Detection of Potentially Violent Behaviors

Immaculate Heart Central Schools employ several strategies for early detection of potentially violent behaviors, as well as interventions to prevent them.

● An open line of communication between:
Faculty/staff/administrators/students/parents/community members for the purposes of reporting potentially violent behaviors that come to an individual's attention.

● The district and local police department communicate regularly regarding situations that may lead to school or community violence.

● Staff and faculty participate in workshops as they become available to learn effective management strategies for students with behavioral issues.

● Students who are demonstrating low to moderate risk behaviors are referred to the school counselor for intervention.

● Students who are demonstrating high risk behaviors are referred for immediate services through outside agencies.

● Law enforcement is contacted for students who are demonstrating the highest risk of self-harm or harm to others and are in an immediate crisis.

Hazard Material Spill, Leak, or Fire

All areas of the school – its buildings, grounds, facilities, and off-site trip locations – have the potential for being hazardous. If there is a hazardous materials situation in school, staff will:

*CALL 911 and the front office

*Move students away from the immediate danger zone

*Await instructions from the front office. Be prepared to evacuate.

Situational Responses

For each situation, a determination will be made by the superintendent or his/her designee to the type(s) of most appropriate response. Responses will consist of one of the five responses below, or a combination of the five responses below:

*Shelter-in-Place: Used to shelter students and staff inside the building.
*Hold-in-Place: Used to limit movement of students and staff while dealing with short term emergencies.
*Evacuate: Used to evacuate students and staff from the building.
*Lockout: Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.
*Lockdown: Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.

Responses to Acts of Violence

Implied or Direct Threats: Implied or direct threats by students, staff, or visitors will be reported immediately to the building principal and superintendent, who will determine the level of threat and respond accordingly. Depending on the threat level, any or all of the following responses may be used:

- Threat assessment by school counselor
- Hold-in-Place, Shelter-in-Place, Evacuation, Lockdown
- Early dismissal

Acts of Violence

Acts of violence committed by students, staff, or visitors to the school will not be tolerated. When an act of violence occurs, it will be reported immediately to the building principal and superintendent. Depending on the type and level of violence, any or all of the following responses may be used:

- Enlist assistance of law enforcement agencies (dependent on jurisdiction).
- Shelter-in-Place, Hold-in-Place, Evacuation, Lockout, or Lockdown

Response Protocols: Plans to safeguard students and staff shall include shelter-in-place, hold-in-place, evacuations, lockouts, lockdowns, and early dismissals.

Protective Action Options

The superintendent or their designee shall make decisions regarding the following actions:

- Cancellation of School
- Early Dismissal
- Late Arrival
- Shelter-in-Place
- Hold-in-Place
- Evacuation
- Lockout
- Lockdown

In each case, the superintendent or their designee will work with other administrators to determine the level of threat; determine the most appropriate response; direct building administrators or their designees to activate building response plans; initiate contact with parents via email, Facebook, local media outlets, District website, and monitor the situation for continued response to provide students, staff, and visitors with optimum safety and security.