

**Handbook of EMERGENCY Management Guidelines**  
**Prepared for Burriss Laboratory School, January 2008**

**HOW STUDENTS SHOULD SHARE CONCERNS AND WORRIES ABOUT  
INDIVIDUALS OR SCHOOL ISSUES:**

**Anonymously:**

- **BSU silent witness / [www.bsu.edu/webapps/upd](http://www.bsu.edu/webapps/upd)**
- **Leave a voice mail for Mr. Dawson (285-8607) or Ms. Berry (285-4364). These are their direct lines and caller ID would not be traceable after-school hours.**
- **Drop a note through Mr. Dawson's door slot or the key slot in the office side door across from the home arts room.**

**Non-anonymous:**

- **Any staff member would be willing to hear concerns from you personally and share them with school administrators on your behalf.**

**Students are encouraged to share any information they feel is pertinent to any school issue.**

**Emergency Telephone List**

Burriss Main Office	5-1131
Campus Police	5-1111
Muncie Fire Department	9-911 or 9-747-4877
Emergency Medical Services	9-911 or 9-747-7790
Hazardous or Toxic Materials	9-911
Muncie Police Department	9-911 or 9-747-4838
Delaware County Sheriff	9-911 or 9-747-7878
Child Protection Services	9-741-0219
Comprehensive Mental Health	9-288-1928
American Electric Power	9-1-800-311-4634 or 9-288-2190
Indiana Gas Company	9-1-800-777-2060
Indiana-American Water	9-1-800-492-8373

## **ACTIVATION AND NOTIFICATION OF EMERGENCY AND CATASTROPHE MANAGEMENT GUIDELINES**

It is the responsibility of all faculty and staff to assist with security measures and to take necessary precautions to assure safety in our school. This Handbook of Emergency Management Guidelines should be reviewed on a regular basis and kept readily available.

The Emergency and Catastrophe Management Guidelines may be activated by the following methods:

1. Building administrator or designee may activate the guidelines.
2. The dean, associate dean, or assistant to the dean may initiate the guidelines as requested or necessary.
3. Any university or community based emergency agency may request the activation of the guidelines as necessary based on University or community needs.

### **Bomb Threat**

#### Telephone Threat Received

1. Receiver of the call should obtain as much information as possible. Complete the Bomb Threat Checklist listed on the last page of this booklet.
2. If another person is in the office, use a signal to alert that person to listen to the call.
3. Remain calm. Pay attention to what is being said and how it is said. Any background noises or sounds should be noted.
4. Notify the Building Administrator, the Administrative Assistant, and the Safety Director immediately, then finish the Bomb Threat Checklist. The building administrator will take charge and make the appropriate telephone calls.
5. Remain available to answer questions.
6. Bomb threats can be made by telephone, mail, or e-mail. Do not destroy any evidence.

#### Written Threat Found

1. Building administrator or designee should be informed immediately.
2. Teachers, office personnel, and support staff will be notified of the actions to take by written messages or, when necessary, by a general announcement.
  - (a) If the decision is made to evacuate the building, evacuation procedures will be followed.
  - (b) If the decision is made to protect in place, protect in place procedures will be followed.

## **Demonstrations and Disorders**

Not all demonstrations are unlawful. The United States Supreme Court adopted a standard which says that any conduct is permitted as long as it does not materially disrupt classwork, or involve substantial disorder, or invade the rights of others. Any demonstration on school grounds in which a fight breaks out, or which is otherwise unruly, or interferes with school activities is unlawful.

The building administrator or designee should be informed immediately of the situation.

The following guidelines will be followed to assure the safety of faculty, staff, and students:

1. The code to remain in classrooms and lock doors will be given Code Red
2. All other occupants in the building should remain in locked offices or classrooms.
3. Lockdown will continue until demonstration has ended, order is restored, or other information is given by the building administrator or designee.

## **Earthquake**

### **A. In the Classroom:**

At the first feeling of a tremor, teachers should instruct students to:

1. Immediately take cover under desks or tables.
2. Turn their bodies away from the windows.
3. Remain in a sheltered position until instructed otherwise.
4. Remain silent and listen for instructions.

During the drill or event, the teacher will:

1. Take cover.
2. Talk calmly to students.
3. The building or area will be evacuated according to fire drill procedure.
4. Listen for instructions.

### **B. In the Lunchroom:**

1. Workers should instruct students to follow the classroom procedures.

### **C. In the Gym, Hall, Stairways or Other Areas Where cover is Not Available:**

1. Staff should instruct students to move to interior wall.
2. Turn bodies away from windows.

### **D. In the Library:**

1. Move away from windows and bookshelves.
2. Take cover under tables.
3. Remain in sheltered position until instructed otherwise.

### **E. Outside:**

1. Move to open space away from building or other structures.
2. Lie down or crouch low.
3. Be aware of dangers that may demand movement.

F. In a Car or Van:

1. Stop the vehicle away from power lines, bridges, overpasses, and buildings.
2. Instruct students to remain in their seats.

**After the Earthquake**

1. Evacuate the building as soon as possible using fire procedures.
2. Injured persons should not be moved unless condition of building is life threatening.
3. Anticipate the aftershocks.
4. Safety Director and Emergency Management Team will provide further instructions.

**Evacuation of Building**

The decision to evacuate the building will be made by the principal and/or designee of the principal.

If the principal is unavailable, the administrative assistant will be in charge. Should neither be available, the Safety Director will be in charge. The Safety Director shall engage the Emergency Management Team. Notification of the need to evacuate the building could be made by sounding the fire alarm, using the public address system, or by the Emergency Management Team making personal contact with each classroom.

When notification is made to evacuate the building, the following must occur:

1. Each faculty member must take their classlist and proceed out of the building by the evacuation route, unless notified otherwise. Students should be instructed to stay with the teacher. All persons, except Emergency Management Team members must proceed to the sidewalk that is parallel to University Avenue, remain close to the fence by Gilbert Street, or to the area between Elliott and Wagner when leaving the east door of the building. Do not block entrances for emergency vehicles. Do not cross the street unless instructed. All persons are to remain in designated areas until instructed to return to the building or told to move to a designated area. The designated areas are not announced. These areas will be determined by the circumstances of the situation.
2. Designated office staff members are to take duplicate class lists and emergency information.

## **Fire or Smoke**

1. Pull the fire alarm to activate the fire system. A continuous horn and flashing strobe lights will sound the alarm.
2. All students and personnel will exit through the door designated in the evacuation procedures posted in each room. Do not return to the building until an all clear signal has been given by the Safety Director.
3. Teachers are to close windows, close their classroom doors, and check nearby restrooms for students, if possible.
4. Teachers should take grade books (class lists) and check to make sure all students are accounted for when they reach their evacuation area. If anyone is unaccounted for, teachers should notify a building administrator or a member of the University Police or Fire Department immediately.
5. The building administrator or the office supervisor will notify the University Police and the Fire Department.
6. The building should not be reentered until the proper authorities determine an "all clear".

**\*\*Note: Mobility Impaired**

Since elevators should not be used during an evacuation, persons with mobility impairments will need assistance in evacuating unless they are on the ground floor with accessible exits.

Individuals who are ambulatory may be able to evacuate themselves. However, someone should walk with them to provide assistance if necessary. Evacuation of individuals who are non-ambulatory is much more complicated. When possible, those individuals should be taken to a place of safety and wait for emergency rescue personnel to arrive. Where possible, they should be moved to a room with an outside window and a telephone. Only in situations of extreme danger should untrained persons attempt to manually evacuate a wheelchair user. The person with the disability is the best authority on how to be moved.

## **Hazardous Material Spills**

**A. Reporting Hazardous Material Spills**

1. Report hazardous material spills by calling the main office. The Safety Director will be notified and campus police will be called.
2. The decision to evacuate the building will then be made by the principal or designee.

**B. Information to be provided:**

1. Where has the hazardous material spill occurred?
2. Has there been a fire and/or explosion?
3. Are there any injuries?
4. What is the name(s) of the material(s) which have been spilled?
5. What is the state of the material (solid, liquid, gas, comb)?
6. Is any of the hazardous material escaping from the spill?

C. Hazardous Material Spill Guidelines:

1. If a spill occurs, exercise extreme caution.
2. The person reporting the spill should be available to emergency response personnel to supply critical information for the cleanup.
3. Do not risk exposure to individuals by starting to clean up a spill, entering an area where dangerous vapors may be present, or coming into direct contact with the spilled material in any way.

**Hostage Situations, Visitor or Intruder, Violence or Weapon in Building**

**Faculty: you have two codes you need to know**  
**“code red”—away from windows, door, on the floor, next to wall**  
**“all clear”**

**all other information will be explained over the P.A. system**

1. If possible, notify the office of the situation and provide as many details as possible, number of persons involved, description, type of weapons, etc.
2. Remain calm, but do what you are told without argument.
3. Do not attempt to negotiate or argue with the hostage taker.
4. Encourage your students to remain calm. Tell them to do what they are told.
5. Position your students where they will not interfere with any attempts to remove the hostage taker by force by the authorities.

The following guidelines will be followed to assure the safety of students, faculty, and staff:

1. The code to remain in classrooms and lock doors will be given.  
This code will be announced over the P.A. system with the following announcement: **“This is a Code Red”**

When you hear this announcement, you are to do the following:

1. Make a quick check of the hallway to bring students inside your room.
2. Lock your door.
3. Close your windows, do not close your blinds.
4. Get all people in the room out of sight of the window in the door, if possible.
5. Students should be on the floor as far from door as possible, behind an object if possible.
6. You are to remain in this position until you hear the announcement over the P.A. system of **“Code Red, all Clear”**.
7. You are to remain, with your students, in this location, until given the authority to leave by a member of the Burriss Emergency Management Team.

## **Illness and/or Injury**

In the event of several persons being injured or becoming ill the following guidelines are to be followed:

- A. School nurse will notify:
  - 1. Emergency Medical Services
  - 2. Muncie Fire Department
  - 3. Safety Director who will assemble Emergency Management Team
  
- B. Building Administrator or designee will make notifications to parents or guardians of students involved, and any other notifications that need to be made.
  
- C. Illness or Injury Guidelines:
  - 1. University Police will coordinate site needs with the Muncie Fire Department and/or the Delaware County Emergency Management Services.
  - 2. If parent/guardian cannot be reached and evaluations suggest the student needs immediate attention, EMS personnel should be advised that no parent/guardian has been notified.
  - 3. If the school nurse is not present or is incapacitated, the person responsible for duties performed by the nurse is the building administrator or designee.

## **Protect in Place**

Protect in place is an alternative to evacuation in a threat situation.

- 1. Teachers, office personnel, and support staff will be notified of the actions to take by written messages or, when necessary, by a general announcement.
- 2. Teachers who do not have class and are not on their lunch period will report to the office/conference room to assist in managing the emergency situation. Teachers may be assigned to cover classes for members of the Burris Emergency Management Team or asked to assist in clearing the hallways or supervising students in common areas.
- 3. If a search of the building is conducted, teachers will be responsible for checking their classroom areas. School officials or members of the emergency management team will accompany University Police Officers in searching other public areas to identify any suspicious objects.
- 4. Teachers should inform students that threat procedures will be followed throughout the day, or until the building is considered safe. These include:
  - a. Other than passing periods and lunch times, no students are permitted to leave the classroom without the office being notified.
  - b. Students will not be allowed to call or send text messages from classrooms.
  - c. Safe areas will be provided for students who do not have an assigned class or during lunch times. **No students should be in the hallway outside passing periods.**

## **Suspicious Mail or Packages**

Should a suspicious piece of mail or package be delivered, the individual receiving the mail or package should immediately inform the building administrator.

Under no circumstances should the mail or package be handled or opened. The University Police or other emergency personnel will be called by the building administrator. The University Police or other emergency personnel will determine what steps to take.

All persons handling the package or mail should be identified. If a communicable substance is believed to be involved, all individuals who have been in the vicinity of the mail or package should be identified and isolated. It is also necessary to try to identify individuals who may have had contact with these individuals after exposure to the mail or package and isolate them.

The building administrator or designee will make the decision to evacuate the building.

## **Tornado**

### **Tornado Watch:**

1. A “tornado watch” means that weather conditions are favorable for the formation of a tornado.

### **Tornado Warning:**

1. A “tornado warning” is issued when a tornado has actually been sighted in the surrounding area. Tornado sirens will be activated.
2. The tornado siren emits a continuous sound warning. Inside the building, a tornado warning will be announced on the public address system or by personal contact with the statement to “take your students to the designated area of safety in the building”.
3. During the spring season, tornado sirens are tested each Friday at 11:00 a.m. The test lasts for thirty seconds. In the event that the siren sounds on a Friday morning for longer than thirty seconds, you should initiate tornado protection procedures.

### **Tornado Protection Procedures:**

1. Teachers will be notified when a tornado warning is in effect.
2. Teachers should review tornado instructions with their students.
3. When given instructions to go to their designated area of safety in the building, teachers will be responsible for clearing the classrooms, leaving the door closed, and directing students to their designated areas of safety within the building.

### **Tornado for Emergency Management Team and Faculty**

1. The announcement will be made on the P.A. system to do the following:  
“Please report to your designated area of safety.”
2. At this time, take your classlist, and your students to the designated area of safety found on the diagram in each room at Burris.
3. As you leave, close your door.

4. Please remain with your students in the shelter area.
5. Check the class list when you arrive at your designated area of safety. If anyone is missing, please notify a member of the Burris Emergency Management Team immediately. The EMT will be meeting outside the Guidance Office.
6. Please assist other faculty members in keeping all students quiet in order to hear further instructions over the P.A. system.
7. Keep everyone seated.
8. Do not leave the safety area until you hear the “all clear” over the P.A. system
9. The following areas are considered “off limits” during a tornado alert:  
lunchroom, band room near outside doors, any location on the second floor, any outside area, or near windows.
10. All individuals should assume kneeling position facing the wall with heads bent down.
11. Laboratories should be secured. Teachers should shut off gas burners or other lab equipment which could cause additional health and safety concerns.
12. Do not leave shelter area until “all clear” has been given.
13. Do not dismiss students at the close of school if a tornado warning is in effect unless parents come for child.

### **Violence or Individual with Weapon in the Building**

1. Building administrator or designee should be notified immediately.
2. **Code Red** will be given.
3. Faculty and staff should not cause undue concern or panic among students. Remain calm. Indicate to students that there is a situation in the building, which requires immediate attention and that they should remain quiet and listen for instructions.
4. Remain in this position until “all clear” is given.

The following guidelines will be followed to assure the safety of students, faculty, and staff:

1. The code to remain in classrooms and lock doors will be given.  
This code will be announced over the P.A. system with the following announcement:  
**“This is a Code Red”**

When you hear this announcement, you are to do the following:

1. Make a quick check of the hallway to bring students inside your room.
2. Lock your door.
3. Close your windows, do not close your blinds.
4. Get all people in the room out of sight of the window in the door, if possible.
5. Students should be on the floor as far from door as possible, behind an object if possible.
6. You are to remain in this position until you hear the announcement over the P.A. system of **“Code Red, all Clear”**.

7. You are to remain, with your students, in this location, until given the authority to leave by a member of the Burris Emergency Management Team.

### **Visitor and/or Intruder in the Building**

Visitors and guests are welcome in the Burris/Indiana Academy building. However, to safeguard students and staff, reasonable precautions must be taken.

- A. Visitors should:
  1. Always report and sign in at the office.
  2. All visitors must wear a name tag while in the building.
  3. All visitors should be prepared to provide identification.
  4. All visitors must abide by school rules.
  
- B. Visitors should be greeted and asked, "May I help you?"
  1. Any visitor should be directed to the office area.
  2. Any intruder found roaming the building should be escorted to the office and the Safety Director called immediately.
  
- C. Visitors Who Fail to Comply With School Procedures:
  1. Should verbally be informed they are in violation of school policy.
  2. Notify Safety Director immediately.
  3. Continue to monitor locations of the intruder.
  
- D. The principal or designee shall decide if a lockdown is necessary.

## Bomb Threat Information Checklist

Copy this sheet and place it near your phone.

### Caller's Voice:

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Calm      | <input type="checkbox"/> Excited         |
| <input type="checkbox"/> Slow      | <input type="checkbox"/> Angry           |
| <input type="checkbox"/> Soft      | <input type="checkbox"/> Rapid           |
| <input type="checkbox"/> Crying    | <input type="checkbox"/> Loud            |
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Laughing        |
| <input type="checkbox"/> Deep      | <input type="checkbox"/> Distinct        |
| <input type="checkbox"/> Nasal     | <input type="checkbox"/> High            |
| <input type="checkbox"/> Stutter   | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Lisp      | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Accent    | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Familiar  | <input type="checkbox"/> Who: _____      |

### Threat Language:

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Educated    | <input type="checkbox"/> Taped      |
| <input type="checkbox"/> Foul        | <input type="checkbox"/> Read       |
| <input type="checkbox"/> Irrational  |                                     |

### Background Sound:

- |  |   |
|--|---|
| <input type="checkbox"/> Phone Booth   | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> House Noises  | <input type="checkbox"/> Office Machines  |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Motor            |
| <input type="checkbox"/> Child         | <input type="checkbox"/> Adult            |
| <input type="checkbox"/> Clear         | <input type="checkbox"/> Music            |
| <input type="checkbox"/> Traffic       | <input type="checkbox"/> Static           |
| <input type="checkbox"/> Local         | <input type="checkbox"/> Street Noises    |
| <input type="checkbox"/> Animal Noises | <input type="checkbox"/> P.A. System      |
| <input type="checkbox"/> Long Distance | Other _____                               |

Sex of caller:  Male  Female

Ethnicity of Caller: \_\_\_\_\_

Age of Caller: \_\_\_\_\_

Length of Call: \_\_\_\_\_

Time of Call: \_\_\_\_\_

Date of Call: \_\_\_\_\_

### Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

### Exact wording of the threat:

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