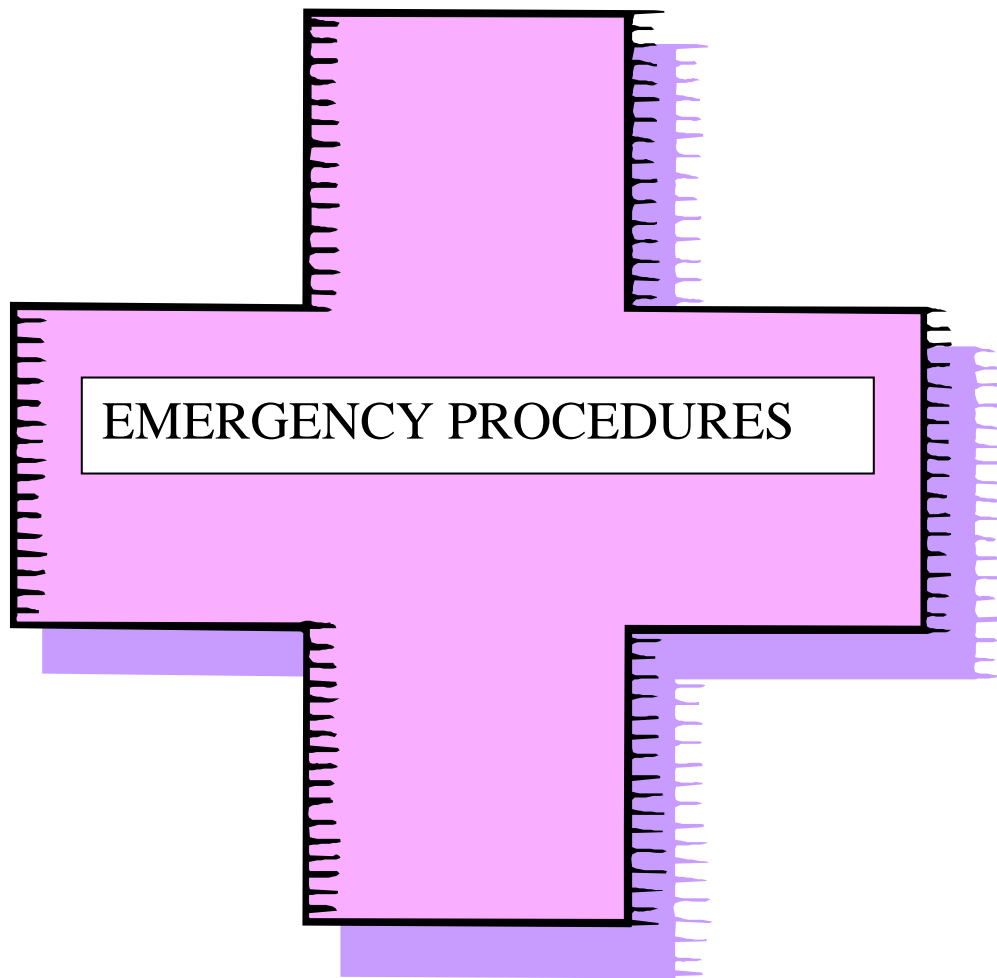


Perkins-Tryon Schools



GUIDE

Revised 1-30-2012

Schools have evolved into one of the most important social agencies in a community. School personnel represent a large body of professionally trained, caring staff members who are often times the natural helpers that both students and adults come to when needs arise. In order for school personnel to be prepared to handle extra-ordinary events, an outline of emergency procedures is necessary. Perkins-Tryon Public School recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Even in the face of emergency, Perkins-Tryon Public schools will strive to maintain a safe and orderly environment.

Crisis Intervention Teams have been identified in each Perkins-Tryon School to be activated in case of a crisis. These teams along with building and district administrators will be responsible for a coordinated response to emergencies.

OBJECTIVES OF THIS GUIDE:

1. To provide a standardized minimum emergency procedure plan that will assist school officials to meet both ethical and legal responsibilities to their students, peers, and community in times of emergency.
2. To provide suggestions for meeting minor emergencies, as well as recommendations for action during major natural disasters or man-made disasters.
3. To provide suggested forms to be used; to keep their emergency plans current.
4. To provide an emergency procedure guide for distribution to all employees.

DISTRICT ADMINISTRATION

During any type of emergency situation, a chain of command should be established to facilitate coordination and ensure adequate communication.

Decisions that affect the district will be made by the Superintendent of Schools.

SCHOOL TELEPHONE:

Superintendent, Central Office, 547-5703, extension 13 – Cell phone: 405-808-9391

In the absence of the school superintendent, the following people make up the Superintendent's Administrative Team and shall be contacted for decision-making purposes:

TITLE	NAME	SCHOOL PHONE	HOME or CELL PHONE
High School Principal:	<u>Jeff Colclasure</u>	547-5724	<u>405-221-0229</u>
Jr. High Principal:	<u>Ken Latham</u>	547-5715	<u>405-338-8244</u>
Intermediate Principal:	<u>Donna Boles</u>	547-5713	<u>405-742-2808</u>
Elementary Principal:	<u>Bobby Simma</u>	547-5741	<u>547-2997</u>
Assistant HS Principal:	<u>Jerry Burnett</u>	547-5724 ext. 21	<u>547-2022</u>

AFTER HOURS BUILDING EMERGENCY

Definition: after hours emergency is an emergency occurring before or after the regular school day. During regular school day contact building administration directly. Before or after school hours, contact the Perkins Police Department.

Steps of Action:

1. See specific emergency item and use those procedures.
2. Contact the police.
3. Follow emergency procedures.
4. If group is present in the building, assign roles as necessary, record names and administer first aid.

POLICE

PERKINS.....547-2855

AMBULANCE

PERKINS....547-2855

FIRE

PERKINS....547-2855

ANY EMERGENCY

DIAL 911

UTILITIES

OG&E....918-352-3757 or 800-272-9741

ONG....405-372-2600 or 800-522-3608

PERKINS WATER & SEWER....405-547-2445

STUDENT RUNAWAY/ABDUCTION

Steps of Action:

1. Notify Principal
2. Contact police, emergency services as needed
3. Contact parents/guardian
4. Follow student if it seems appropriate (student runaway)
5. Have picture of child in office with description of clothing worn
6. Notify classroom teacher

Personnel Roles:

Principal: Follow student if appropriate (student runaway)

Secretary: Notify emergency services, parents/guardian, and superintendent

Teacher: Notify office and stay with class

Auxiliary Staff: Report to Principal

Notes:

POLICE:

Perkins547-2855

Payne County Sheriff.....372-4522

Lincoln County Sheriff.....405-258-1191

Logan County Sheriff.....405-282-4100

CRISIS TEAM MEMBERS

Building Crisis Team

District Crisis Team

Name	Home Phone	Name	Home Phone	Work Phone
_____		Superintendent	405-808-9391	547-5703
_____		High School Principal	405-221-0229	547-5724
_____		Jr. High Principal	405-338-8244	547-5715
_____		Intermediate Principal	405-742-2808	547-5713
_____		High School Counselor	405-356-9334	547-5724

Notes:

EMERGENCY TELEPHONE NUMBERS

IDENTIFY YOURSELF AS A PERKINS-TRYON PUBLIC SCHOOL EMPLOYEE

Community Emergency Numbers

USE 911 IN ANY EMERGENCY

Ambulance	Perkins	547-2855
Fire	Perkins	547-2855
Police	Perkins	547-2855
County Sheriffs	Payne	372-4522
	Lincoln	405-258-1191
	Logan	405-282-4100
Utility Companies	OG&E	918-352-3757
	Or	800-272-9741
	ONG	372-2600
	Or	800-522-3608
	Perkins Water	547-2445
	Perkins Sewer	547-2445
Hospitals:	Stillwater	372-1480
	Cushing	918-225-2915
Others:		
Poison Control	800-522-4611	
Toxic Chemical & Oil Spills	800-424-8802	
Perkins Emergency Management	547-2445 or Cell # 714-3295	
Stillwater Emergency Management	372-7484	

FIRE/EVACUATION

Signal: Intermittent ringing of the fire alarm.

In case of a loss of electrical power, the principal or designee will conduct a room to room notification.

Steps of Action:

1. Report fire to office/pull alarm/use intercom if available.
2. Close all windows and doors to confine fire. Turn off lights.
3. Evacuate building to assigned place at least 500 feet from the building.
4. In case of blocked exit, find closest alternate exit.
5. Take class lists of students.
6. Restrooms, hallways and unoccupied rooms will be checked by the building principal or designee.
7. Teacher will double-check room to ensure total evacuation.

Personnel Roles:

Principals: Supervise evacuation and check for injuries.
Assign roles to auxiliary persons as needed.

Secretary: Phone fire department and/or police, and superintendent.

Teacher: Evacuate and remain with students.

Auxiliary Staff: Assist with evacuation.
Report to principal at central command post.
Check bathrooms and other spaces for people.

PERKINS FIRE DEPARTMENT: 547-2855
PERKINS POLICE DEPARTMENT: 547-2855

ACCIDENT/SERIOUS INJURY/ILLNESS

Definition: Emergency where one or more are sick or injured. Immediate concern is to aid the injured or sick person (s).

Steps of Action:

1. In case of serious accident notify the office.
2. Contact the building principal and stay with injured/sick person
3. Office to contact parent(s) or guardian(s) and/or emergency services if necessary.
4. If a person trained in first aid is available, use him/her as appropriate.

Personnel Roles

Principal: Coordinate appropriate services

First Responders: Supervise care of person(s).

Secretary: Contact emergency services and parents/guardian

Teacher: Stay with students, assess first aid needs, take roll, and contact the office if appropriate

Auxiliary Staff: Help with communication to parents/guardian and first aid

Staff with special training:

CPR	Bldg./Room #	First Aid	Bldg./Room #

GLOVES MUST BE WORN IF BLOOD IS PRESENT, GLOVES ARE AVAILABLE IN THE PRINCIPALS OFFICE. SITUATION SHOULD BE ASSESSED FOR PERSONAL RISK FACTORS PRIOR TO ASSISTANCE/INTERVENTION.

Perkins Family Clinic	547-2473
Police	547-2855
Ambulance	547-2855

TORNADO

Definition:

“Watch” Conditions are favorable for tornado or severe weather. Monitor and take action as needed.

“Warning” Tornado may be imminent. Take shelter. Weather reports should be monitored continuously.

Signals:

1. Tornado watch and warning will be monitored by radio and television in school offices.
2. Warning will be:
 - a. Continuous ringing on the indoor bell system.
 - b. A back-up signal will be announcements in the hallways by designated authority.

Steps of Action:

1. Signal will be continuous ringing of indoor bell system.
2. Students should proceed to their designated area.
3. Students in unsafe locations at the time will go to assigned locations at the direction of the teacher. (See map posted in each classroom)
4. Teachers are to close classroom doors.
5. Teachers should keep their class rosters with them and stay with their classes to be sure students are following the drill procedure and to verify student count.
6. Wait for all clear signal before returning to classroom.
7. School buses will not be loaded in the event of threatening weather at dismissal time.
8. Avoid the west side of the building, gym, and cafeteria during a tornado.
9. In an outside office, blinds are to be closed on windows and office personnel are to use telephones in the inner office away from interior glass walls.
10. The radio should be located within hearing distance of office personnel if at all possible.

Personnel Roles:

Principal: Supervise the student body and maintain contact with all staff.

Secretary: To be posted near the phone in the office.

Teacher: Supervise class(es).

Auxiliary Staff: Assist with evacuation to a safe area. Check bathrooms and other spaces for other people.

POLICE-----PERKINS 547-2855

AMBULANCE-----PERKINS 547-2855

FIRE-----PERKINS 547-2855

OG&E-----918-352-3757 OR 800-262-9741

ONG-----372-2600 OR 800-522-3608

PERKINS WATER & SEWER 547-2445

PERKINS EMERGENCY MANAGEMENT DIRECTOR 547-2445 OR CELL 714-3295

SUICIDE INTERVENTION

If any employee has reason to believe, either by virtue of direct knowledge or a report from another person, that a person is in any danger of harming him/herself, that employee is to report the situation immediately. The procedure to report the situation is as follows:

1. If the student has threatened or has displayed a cluster of alarming warning signs, appears to have a plan, or is in imminent danger and requires intervention, the building principal or counselor will be contacted immediately. The following procedures are to be followed:
 - A. Do not leave the student alone
 - B. Do Contact the student's parent(s)
 - C. Do not allow the student to go home unsupervised. A parent/guardian or other adult must assume direct responsibility for the student before allowing him/her to leave school.
 - D. If it is determined that the parent/guardian's response is damaging to the child or likely to cause a suicide attempt, the situation should be reported to the police. They can transport to the Youth Services Shelter of DHS Protective Shelter.
 - E. If the student's parent/guardian cannot be reached and student is suicidal, the student can be hospitalized for up to 62 hours without parent/guardian consent. Call Youth Services, or police to arrange this.
2. Normally after the immediate crisis has been resolved, the building crisis team may meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student.
 - A. A person may be appointed to remain in close contact with the student. The person may be the liaison between student, parent/guardian, school, and any involved community agencies.
 - B. A release of information may be signed by the parent/guardian to provide opportunities for open communication between agencies.
 - C. Teachers involved with the student will be assisted in appropriately dealing with the student.
 - D. Referral sources will be given to the parent/guardian and they will be advised to arrange for treatment through outside sources. Failure to provide professional support may result in school officials reporting negligence to the Department of Human Services and/or recommending that the child not return to school until his/her safety is assured.
3. Confidentiality shall be maintained throughout these procedures unless the safety of the student is at stake.

POLICE	547-2855
AMBULANCE	547-2855
YOUTH SERVICES OF STILLWATER	377-3380
DHS/PAYNE COUNTY	372-1941
DHS/LINCOLN COUNTY	405-258-2206

PERKINS-TRYON BOARD OF EDUCATION CHILD ABUSE AND NEGLECT

Under Oklahoma law “Abuse and Neglect” means harm or threatened harm to a child’s welfare by a person responsible for the child’s health or welfare. Harm or threatened harm to a child’s health or welfare can occur through: non-accidental, physical or mental injury; sexual abuse, or negligent treatment or maltreatment, including the failure to provide adequate food, clothing, or shelter.

Suspected physical and sexual abuse cases are investigated by the County Department of Human Services. Each case is professionally evaluated to determine the necessity of treatment for the family. Criminal prosecution is not the primary purpose of the investigation or the reports made by the educator.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

Reporting Procedure:

Any individual of the Perkins-Tryon School District suspecting child abuse or neglect shall notify the County Department of Human Services. After 4:30 p.m. the report can be made to the Child Abuse Hotline, 1-800-522-3511.

School Procedure:

1. School staff members may initially question the child to determine if the child’s injuries resulted from cruel or inhumane treatment, sexual abuse, or malicious acts by the child’s caretaker. However, in no case shall the child be subjected to undue pressure in order to validate suspicion of abuse. Validation of a suspected child abuse is the responsibility of the Department of Social Services. Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

2. In suspected cases of physical and sexual abuse, the suspect victim may be questioned by the police or social worker at the school without obtaining the permission of the victim’s parent or guardian.

The intent of this administrative procedure on reporting child abuse and neglect is based on protecting the best interest and general welfare of children. Schools are in a unique position to help in the process, as they have a close and daily contact with children of school age.

Additional Numbers:

Payne Co. Child Abuse Hotline	624-3020
Child Abuse Hotline	800-522-3511
Department of Human Services	
Payne County	372-1941
Lincoln County	405-258-2006

GENERAL RESPONSIBILITIES FOR STAFF

CLASSROOM TEACHERS:

1. Every teacher will become familiar with various alarm signals and react immediately, calmly, and appropriately. If evacuation is necessary, make sure that the process is as orderly and prompt as possible. Also make sure all windows and doors are closed and that the students are relocated to the designated area appropriate to the nature of the emergency.
2. Every teacher will have grade books or class rosters at all times during an emergency. The rosters will include an alphabetical listing of all students enrolled.
3. If a hazard to the safety of students and adults is identified, or if students or adults are in danger in any way, the first priority of teachers will be to take whatever action is prudent or necessary for the safety of the students. The second priority will be to notify the office as soon as possible. The district plan of action will provide assistance.
4. Teachers will not have students unattended under any circumstances. An adult must be present at all times.
5. Any staff member trained in CPR and/or First Aid will go to any part of the campus where students are reported to be injured-if, and only if, he/she is not attending to students. His/her major responsibility will be to apply first aid to the injured. A portable first aid kit will be kept by the office at all times.
6. All staff not immediately responsible for students will go to the office at the outset of an emergency to receive direction from the principal.

CAFETERIA STAFF:

1. Any emergency related to the kitchen operation of the cafeteria should be reported to the main office immediately.
2. When an alarm sounds, all cafeteria personnel must evacuate the kitchen area immediately. All windows and doors should be shut, and all stoves and ovens should be turned off. Personnel should evacuate to the area immediately outside the cafeteria.
3. If students are present in the cafeteria, cafeteria personnel should assist the teachers in getting the students evacuated.
4. If the emergency involves the evacuation of teachers and students from the school, cafeteria personnel should assist teachers in the control of the students, if warranted.

PRINCIPAL: The principal will supervise all emergency procedures during the initial stages of the emergency. As soon as the nature of the emergency is identified, he/she will make sure that:

1. The appropriate alarm is sounded.
2. Procedures to ensure the safety of the students are being implemented.
3. Proper authorities and agencies are notified.
4. Internal communication channels are established within the building and at the district level.
5. Planned role assignments are reinforced.
6. External communications are established.
7. Administrator/designee will be on site during emergency.

The principal, in conjunction with the Building Crisis Team, will also assume the responsibility for ensuring that all personnel be serviced in the contents of this emergency plan. He/she will ensure that the plan contains specific information for the site.

POLICY:

1. Implement emergency operations
2. Secure the scene
3. Deploy emergency medical aid if needed
4. Secure the perimeter

UNWANTED INTRUDER

The goal is to maintain calm and order and not disrupt the classroom any more than necessary. Students will not be alerted unless necessary.

GENERAL PROCEDURES-Staff is to stop any stranger and inquire as to his/her business in the building. Contact the office to be sure the visitor has registered. Police will be called when any person poses a threat to the safety of students or staff. If an intruder is in the hall, staff calls office or escorts stranger to office. If in a classroom, send a student to the office to help or use intercom. If shots are fired, a bull horn, PA systems, or an adult will be used to evacuate students to safest position away from the intruder.

SIGNALS; Alert signal: "Sorry to interrupt: The IOC* is in Room # _____".

Update with a new location if the intruder moves.

Cancel by announcing: "The IOC* has been cancelled. *Intruder on Campus

STEPS OF ACTION:

Depending on the situation, the principal will take appropriate action.

1. Give signal and call police. When calling police, advise if there is a weapon. Try to give a description of the person by noting clothing, gender, race, etc.
2. Outside doors locked by designated persons.
3. Take students into protected classrooms.
4. Check restrooms and vacant rooms.
5. Lock classroom door with keys, if possible.
6. Move children away from doors and glass.

PERSONNEL ROLES

PRINCIPAL: Announce warning signal. If necessary help evacuate students. Ensure all doors are locked.

SECRETARY: Call Police. Notify other buildings on campus. Notify superintendent.

TEACHER: Stay with and protect children, provide first aid, and take roll. Lock rooms.

AUXILIARY STAFF: Provide first aid and assist with evacuation, if necessary. Designated persons lock outside doors.

LOCK DOWN PROCEDURES; The following are guidelines to be used for emergency lock down.

1. A. The procedure will be initiated by a special announcement over the school's intercom system, if intercom is available. Key words will be "The IOC meeting is in (location)." Care should be taken to assure that students are not given information unless necessary.
- B. Persons with a door lock down responsibility will go immediately to their assigned doors and take the needed steps to assure that they are secure.
- C. Students who are outside will be directed to go to the nearest building by any staff member who can see them. They are to remain there until an "all clear" signal is given.
- D. Playground supervisors will have the authority to send children inside when they feel that there is a need to do so. The site principal will be notified of such action as soon as possible.

2. Building/Door Assignments:

Building_____	Building_____	Building_____	Building_____
East_____	East_____	East_____	East_____
West_____	West_____	West_____	West_____
North_____	North_____	North_____	North_____
South_____	South_____	South_____	South_____

POLICE: Perkins.....547-2855

Payne Co. Sheriff....372-4522

BOMB/BOMB THREAT/EXPLOSIVE

Signals: Intermittent or pulsating ringing of fire alarm.

Steps of Action:

1. If phone threat is made, obtain as many details as possible. Complete the following checklist.
2. Call superintendent's office and Perkins police.
3. Evacuate the building if advised by police.
4. Unauthorized personnel should not search or disturb items.

FBI BOMB DATA PROGRAM – THREATENING CALL CHECKLIST

1. When is 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? _____

Sex of caller M F Age _____ Race _____ Length of call _____

Caller's Voice:

- | | | | | |
|---------------|----------------|----------------|-----------------|-----------------------|
| _____ Calm | _____ Soft | _____ Distinct | _____ Raspy | _____ Familiar |
| _____ Angry | _____ Loud | _____ Slurred | _____ Deep | _____ Clearing throat |
| _____ Excited | _____ Laughing | _____ Nasal | _____ Ragged | _____ Deep |
| _____ Slow | _____ Crying | _____ Stutter | _____ Disguised | _____ Cracking voice |
| _____ Rapid | _____ Normal | _____ Lisp | _____ Accent | |

Was the voice familiar? _____

Background Sounds:

- | | | | |
|---------------------|-----------------------|------------------------|---------------------|
| _____ Street noises | _____ Music | _____ Factory machines | _____ Local |
| _____ Static | _____ House noises | _____ Animal noises | _____ Long distance |
| _____ Voices | _____ Motor | _____ Clear | _____ Booth |
| _____ PA System | _____ Office machines | | |

Remarks:

Fill out completely and immediately after bomb threat:

DATE _____ TIME _____ PHONE NUMBER _____
NAME _____ POSITION _____

Personnel Roles

Principal: Determine need for evaluation and notify staff accordingly.

Gather information from staff on anything suspicious.

Assess injuries. Secures the scene.

Assign auxiliary persons to first aid assistance at evacuation site.

Secretary: Phone police as directed.

Notify other buildings on campus. Notify superintendent's office.

Take emergency student list with home phone numbers to command post.

Teacher: Evacuate and remain with students. Take roll.

Auxiliary Staff: Assist with evacuation. Report to principal at central command post.

Check bathrooms and other spaces for other people.

SCHOOL PHONE NUMBERS

<u><i>Title</i></u>	<u><i>Name</i></u>	<u><i>School Phone</i></u>	<u><i>Home Phone</i></u>
District Crisis Team Leader	James Ramsey	547-5703	405-808-9391

Counselors

High School	Karen Williams	547-5724	405-356-9334
Intermediate	Jessica Miller	547-5713	743-0526
Jr. High School	Marla Cavanaugh	547-5715	547-5343
Elementary School	Brett Stevens	547-5741	747-6894

Administration

Superintendent	James Ramsey	547-5703 ext. 13	405-808-9391
High School Principal	Jeff Colclasure	547-5724 ext. 11	405-221-0229
Asst. High School Principal	Jerry Burnett	547-5724 ext. 12	547-2022
Jr. High Principal	Ken Latham	547-5715 ext. 22	405-338-8244
Intermediate Principal	Donna Boles	547-5713 ext. 46	742-2808
Elementary Principal	Bobby Simma	547-5741	547-2997

Other

Building and Grounds			
Maintenance		547-5703 ext. 19	405-808-9391
Custodial		547-5703 ext. 19	405-221-0229
Transportation		547-5708	614-3443
Press Box @ Football Field		547-2403, 547-2635,	547-5745, 547-5762

Other Important Numbers:

HEALTHCARE

Perkins Family Clinic.....	405-547-2473
Stillwater Medical Center.....	405-372-1480
Health Department, Payne County.....	405-372-8200
-Family Planning/Pregnancy Testing	
Sexually Transmitted Disease (STD)	
Pregnancy Crisis, Stillwater Life Svc.....	405-624-3332
Birth Choice of Stillwater, Inc.	405-377-5683
PaNOK Area Prevention Resource Center	405-744-6304
-Drug & Alcohol Abuse/AIDS & Transmitted	
Diseases/Teen Pregnancy/Suicide/Depression	
VD-AIDS Hotline.....	800-342-AIDS

EMERGENCY SERVICES (24 HOUR)

Stillwater Police Department.....	405-372-4171
Suicide Prevention.....	800-231-6946 or 800-999-9999
Poison Control	800-522-4611
Rape Crisis Hotline	405-624-3020 or 800-766-0000
Sexual Assault / Abuse	405-624-3020
Domestic Violence Crisis Line	405-624-3020
Abuse Shelter	405-624-3028 or 405-624-3020
Child Abuse Hotline	405-624-3020

GENERAL INFORMATION/COUNSELING

Teen Hotline (noon to midnight).....	800-522-8336
National Runaway Switchboard.....	800-231-6946
or	800-621-4000
Youth Crisis & Runaway Hotline...	800-448-4663
Alcoholics Anonymous/AI-Anon....	405-377-1517
Nat'l. Information & Referral Line..	800-ALCOHOL
Center for Counseling	405-372-5212
Payne Co. Counseling Services, Inc.	405-372-0198
Payne Co. Family Practice, Inc.....	405-377-3766
Psychological Services Center.....	405-744-5975
Recovery Plus Counseling	405-377-7587
Psychiatric Help & Guidance Center	405-372-8200
Payne Co. Youth Services	405-377-3380
Grief Counseling	405-372-8810

In case of any emergency call 911

Perkins Police Department	547-2855
Perkins Fire Department	547-2855
Perkins Emergency Mgmt.	547-2445
or	714-3295