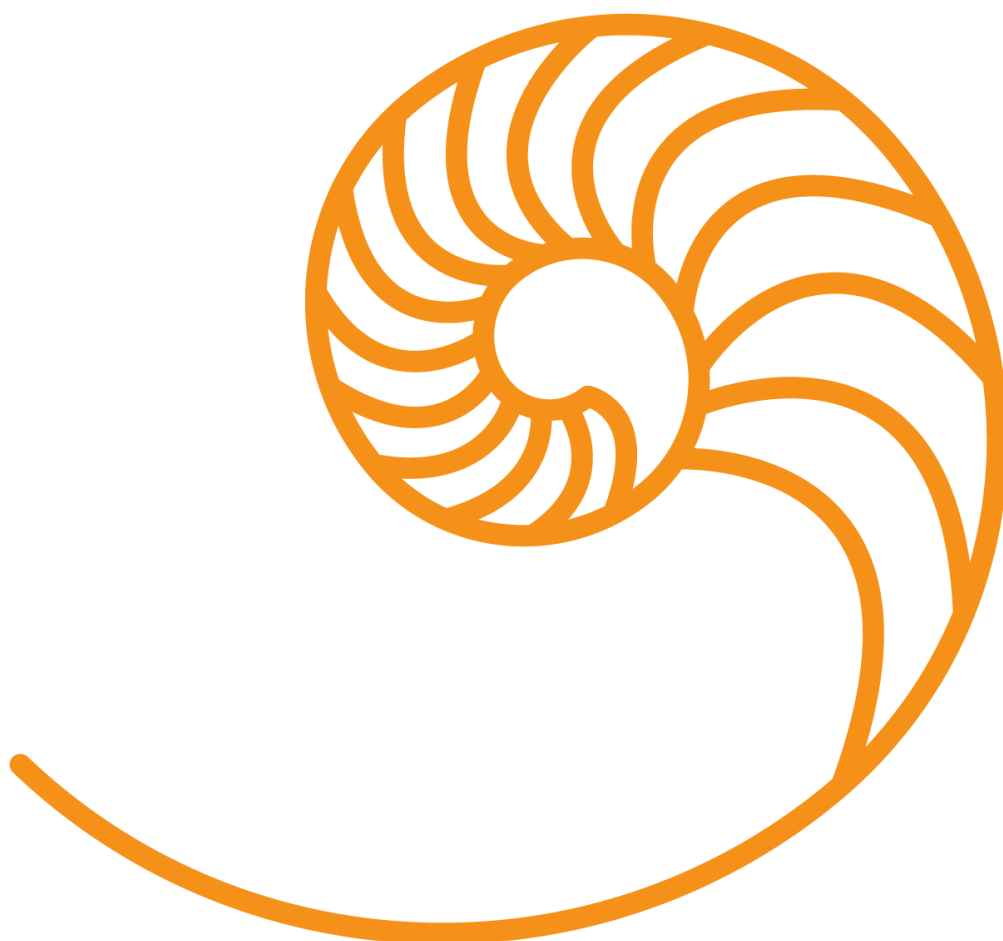




N.O. Charter Science & Mathematics High
School

Emergency Procedures Guide

Revised August 2025

EMERGENCY PROCEDURES GUIDE

The purpose of this guide is to delineate responsibilities, to prepare the New Orleans Charter Science and Mathematics High School's personnel to the greatest extent possible for best practice responses to emergency situations, and to standardize the procedures for addressing emergency situations.

Response to emergencies should always be proactive with a planned, best practice approach. Response to emergencies should always be addressed with the assurance that comes from appropriate preparation.

Response to emergencies should be the result of a methodical reaction in which all respondents understand their defined responsibilities and act according to a predetermined plan.

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NEW ORLEANS CHARTER SCIENCE AND MATHEMATICS HIGH SCHOOL

ADVOCATES FOR SCIENCE AND MATHEMATICS SCHOOL BOARD OFFICE

2011 Bienville Street, New Orleans, LA 70112

(504) 324-7061

NOLA PS HEARING OFFICE

NOLA PS Student Hearing Office

(Former Mahalia Jackson Elementary School)

2405 Jackson Avenue, Building A – 2nd Floor

New Orleans, LA 70113

Phone: (504) 450-3919

CHARTER SCHOOL EVACUATION SITES IN THE NOCSMHS AREA

Lafitte Greenway

At St. Louis St. between N. Prieur St. and N. Johnson St.

Leeman Park & Playground

628 N Claiborne Ave, New Orleans, LA 70112

Phillis Wheatley Community School

2300 Dumaine St. New Orleans, LA. 70119

(504) 373-6205

I. NOCSMHS CRISIS RESPONSE TEAM EMERGENCY PHONE LIST

Position	Name	Emergency Contact Info.	Alternate Email
Crisis Team Leaders	Dr. Monique Cola, <i>Head of School</i>	(504) 359-8531 504-655-0216	mcola@noscihigh.org
	Mr. Derrick Paul Director of Facilities & Safety	(504) 376-7459	dpaul@noscihigh.org
Media	Dr. Monique Cola (main) Dana Johnson (alt.) William Carroll	(504) 359-8531 (504) 655-0216 (504) 655-5216 (504) 289-9925	mcola@noscihigh.org djohnson2@noscihigh.org wcarroll@noscihigh.org
Safety Coordinator	Mr. Derrick Paul Director of Facilities & Safety	(504) 376-7459	dpaul@noscihigh.org
Crisis Communications (intercom)	Ingrid Panchame-Steer Crystal McCullum Dr. Monique Cola	(504) 324-7061 (504) 359-8531(o) (504) 228-6673 (504) 655-0216 ©	ipanchamesteer@noscihigh.org cmccullum@noscihigh.org mcola@noscihigh.org
Crisis Communications (email/Apps/School Messenger)	Ms. Christina LeBlanc Mr. Mark Jones		cleblanc@noscihigh.org mjones@noscihigh.org
CPR/AED Trainer	Kim Green-Williams	504-330-7748	kwilliams@noscihigh.org
Director of Facilities & Safety	Mr. Derrick Paul	(504) 376-7459	dpaul@noscihigh.org
Mental Health Counselor	Ms. Devin Farrell		dfarrell@noscihigh.org
ECS	Ms. Eboni Brown		ebrown@noscihigh.org
Facilities Manager	Derrick Paul	(504) 376-7459	dpaul@noscihigh.org
Health Clinic	Nurse Coleen Bodet	(504) 613-5648	cbodet@lsuhsc.edu

School Culture Coordinator	Ms. Joycelyn Hills-Williams	504-331-9011	jhwilliams@noscighigh.org
Security Officer	Security Co	(314) 518-2387	
School Safety & Intervention Support	Dale Albert Michaleen McGowan-Bick...	(504) 324-7061 (504) 389-0418	dalbert@noscighigh.org mbickham@noscighigh.org
Crisis Manual	Dr. Monique Cola Mr. William Carroll *Crisis Response Team Members (as needed for specific sections of the Manual) *Formatting Manual-		
Other Crisis Team Members	Eboni Brown William Carroll Dana Johnson Rosemary Szilagi Eric Wilson Sylvia Robinson Derrick Paul Darrell Tobias Marlin Williams		ebrown@noscighigh.org wcarroll@noscighigh.org djohnson2@noscighigh.org rszilagi@noscighigh.org ewilson@noscighigh.org srobinson@noscighigh.org dpaul@noscighigh.org dtobias@noscighigh.org mwilliams@noscighigh.org
Other CPR/AED and School Building Safety Trained	Coach Kim Green-Williams Jessica Wheeler Nurse Renette Jones Marlin Williams -EMT Clinic Staff		kwilliams@noscighigh.org jwheeler@noscighigh.org rjones@noscighigh.org mwilliams@noscighigh.org

Other Emergency Numbers

- NOPD 1st District School Resource Officer- (504) 220-5275, (Non-Emergency)/ (504) 821-2222, (504)-658-6010
- NOFD/ Ambulance 9-1-1
- Child Abuse Hotline 1-(855) 452-5437
- Drug Helpline 1-(800) 662-4357
- Poison Control Center 1-(800) 222-1222
- Rape Crisis Counseling 1 (800) 656-4673

- National Suicide Prevention LIFELINE number 9-8-8

II. RESPONDING TO EMERGENCY SITUATIONS

- ☐ Assess situation, **verify information**, and notify Sci High Crisis Response Team (CRT) Member or 911 (if necessary).
- ☐ Crisis Team Member notifies the Head of School.
- ☐ Notify School Health Clinic Nurse or CPR, AED, first-aid certified trained persons.
- ☐ Assemble the Crisis Response Team and seal off high-risk area.
- ☐ Take charge of area until incident is contained or relieved by Head of School/Crisis Team.
- ☐ Move to shelter-in-place or evacuate the building. Nature of incident may require alternate evacuation site. **Primary site: Lafitte Greenway (between Conti and N. Johnson), Alternate site 1: Lemann Park and Playground (N. Claiborne between French Quarter RV Access Rd. and Lafitte Ave.), Alternate 2: Phillis Wheatley Community School (2300 Dumaine St. New Orleans, LA. 70119)**
- ☐ Check areas where students might be unsupervised and direct them to the nearest secure room.
- ☐ Designate Incident Command location and maintain a phone log of all calls made and received and a timed sequence of events.
- ☐ Crisis Team delivers any additional instructions from Incident Command Center to classrooms and also collects status information.
- ☐ Refer media to the Head of School: Dr. Monique Cola, (504) 359-8531.

III. COMMUNICATION PLAN FOR EMERGENCY SITUATIONS

The Head of School or her designee will be the one spokesperson for New Orleans Charter Science and Math High School. All information that is shared with the media will come from the Head of School until the crisis is resolved and the Head of School or her designee has time to talk with the media. No other NOCSMHS staff member shall talk with the media during or following an emergency situation.

The Head of School or designee shall:

- ☐ Set parameters for media locations;
- ☐ Provide periodic updates of factual information regarding the crisis situation;
- ☐ Develop written statements for person answering phones;
- ☐ Prepare a letter and/or School Reach Message to send to parents once the emergency is over;

- ☐ Conduct a staff meeting immediately following the emergency to provide staff members with facts regarding the emergency.

IV. DELINEATION OF RESPONSIBILITIES DURING A CRISIS

Head of School OR DESIGNEE

- ☐ Verify information
- ☐ Call NOLA-PS and 9-1-1 if necessary
- ☐ Seal off high risk area
- ☐ Convene Crisis Response Team and implement crisis response procedures
- ☐ Notify Superintendent/ Board Chairperson
- ☐ Notify students and staff (depending on emergency, students may be notified by teachers)
- ☐ Evacuate students and staff, if necessary
- ☐ Talk with media
- ☐ Notify community agencies, if necessary
- ☐ Implement post-crisis procedures
- ☐ Keep detailed notes of crisis event

TEACHERS

- ☐ Verify information
- ☐ Lock classroom doors, unless evacuation orders are issued
- ☐ Warn students, if so advised
- ☐ Account for all students
- ☐ Stay with students during an evacuation
- ☐ Take Evacuation Kit/Class Roll to evacuation site
- ☐ Refer media to Head of School or designee
- ☐ Keep detailed notes of crisis event

OFFICE/SUPPORT STAFF

- ☐ Respond to phone calls as directed by the Head of School or designee
- ☐ Take evacuation folder to location

CRISIS RESPONSE TEAM

- ☐ Assume roles and responsibilities
- ☐ Complete crisis response documentation forms

V. DELINEATION OF RESPONSIBILITIES IN PREPARATION OF CRISIS

Head of School

- ☐ Develops and continually updates School Emergency Procedures Guide
- ☐ Appoints faculty and staff to School Crisis Response Team and assigns to those individuals specific responsibilities in the event of an emergency
- ☐ Acquaints staff, students, and parents with emergency procedures
- ☐ Conducts emergency drills as required
- ☐ Prepares and maintains all reports related to emergency situations
- ☐ Develops maps of site indication outside assembly areas for students and staff, first aid area, incident command center, evacuation routes, and parent unification sites
- ☐ Prepares emergency contact list for staff, including cell phone numbers
- ☐ Inventories and maintains first aid supplies
- ☐ Conducts monthly evacuation drills
- ☐ Conducts periodic reverse evacuation, shelter-in-place, and lock down drills
- ☐ Requires visitors to sign in, sign out, and wear a Visitor's Badges while in the building

OFFICE/SUPPORT STAFF

- ☐ Maintains current student emergency data at all times
- ☐ Maintains material and information necessary for Incident Command Center
- ☐ Enforces visitors sign-in and sign-out rules established by the Head of Schools
- ☐ Distributes only information authorized by the Head of School or designee during emergency situations

TEACHERS/INSTRUCTIONAL STAFF

- ☐ Maintain current student information and materials in **Evacuation Kit**
- ☐ Create a secure lockdown location in classroom
- ☐ Train students in procedures for evacuation, reverse evacuation, shelter-in-place, and lockdown situations
- ☐ Take **Evacuation Kit and class roll** during any evacuation.

CUSTODIAL STAFF

- ☐ Maintains a chart of locations of emergency shutoff valves and switches for gas, water, and electricity
- ☐ Participates in training for proper use of fire extinguishers
- ☐ Secures all exterior doors during lockdown drills

CAFETERIA STAFF

- ☐ Instructs cafeteria staff in emergency procedures
- ☐ Keeps kitchen entrances secure at all times
- ☐ Maintains an inventory of food items available for emergency situations

- ☐ Enforces safe and sanitary practices in cooking, cleaning, and seating areas
- ☐ Enforces guidelines for securing utensils that could be used for harmful purposes in the event of student disorders or other crises
- ☐ Holds cafeteria employees responsible for safe practices during the working day

MEDICAL STAFF

- ☐ The school health-based clinic staff will be responsible for on-site treatment until emergency personnel arrive at the scene.

CRISIS RESPONSE TEAM LEADER/SAFETY COORDINATOR

- ☐ Maintains an accurate roster of students and staff at all times.
- ☐ Maintains an accurate roster of special needs individuals and their locations at all times, along with a plan for assistance to those individuals during an evacuation.
- ☐ Assists in educating staff, students, and parents with regard to emergency procedures
- ☐ Helps prepare lists of responsibilities for School Crisis Response Team members
- ☐ Assumes responsibilities for action in the absence of the Head of School

CRISIS RESPONSE TEAM MEMBERS

- ☐ Fulfill specific assignments outlined in Crisis Response Plan and School Emergency Procedures Guide
- ☐ Assume leadership roles for those groups of staff and or/students to which they have been assigned.
- ☐ Have the capacity to remain calm and respond accordingly in the face of an emergency situation
- ☐ Agree to pursue continual training in emergency response procedures

VI. CRISIS RESPONSE TEAM ASSIGNMENTS

INCIDENT COMMAND POST, Director of Operations/Facility Manager (Derrick Paul)

- ❑ Assists with information pertaining to the physical plant; meets first responders; provides maps of the facility, keys to the building and knowledge of utility cut-off.

ON-SITE TEAM LEADER, HEAD OF SCHOOL (DR. MONIQUE COLA)

- ❑ Coordinates all school based management response efforts;
- ❑ directs the SCI HIGH Crisis Team
- ❑ works with the District's Team Leader and Incident Commander; notifies law enforcement and emergency agencies.

SCHOOL INFORMATION CENTER (SIC), VICE PRINCIPALS (DANA JOHNSON, WILLIAM CARROLL)

- ❑ Gets student rosters, attendance, early dismissals, visitor's logs, radio, bullhorn, cellphones, emergency kits;
- ❑ notifies the Head of School when everyone in the building is accounted for; makes arrangements for student transportation,
- ❑ if needed; assists with the handling of telephone and student dismissal.

MEDICAL AREA NURSE BODET, CPR/AED trained staff (K.GREEN-WILLIAMS, J.WHEELER, M. WILLIAMS)

- ❑ Only persons who are trained in CPR, AED and first aid will staff the medical area.
- ❑ The medical team will be responsible for bringing all injured individuals to the medical area and providing on-site treatment, if the building is secure.
- ❑ Medical team members shall know at all times the names and status of any individual needing immediate first aid; notify the SIC if any student is transported to the hospital, accounts for all injured parties at all times; all medications, medical logs, emergency kits, blankets, etc. are brought to site by school nurse; identifies student and attaches arm bands or marks ID on forearms.

PARENT HOLDING AREA 1- DURING SEARCH AND RESCUE -WILLIAM CARROLL, JOYCELYN HILLS-WILLIAMS

A designated area will be made available for parents to assemble while they wait to learn the status of their child(ren). The Parent Area will enable SCI HIGH personnel to address specific

issues with larger numbers of parents at one time. This area will be the area from which the SCI HIGH personnel will take the parents to reunite with their injured child(ren).

Communicates to parents the status of their children; comforts parents; restricts access; transfers information to command post or medical triage area; makes provisions to reunite injured children with their parents as soon as possible. No one will be released to parents until all children have been accounted for and until paramedics advise to do so; law enforcement will also be in this area to assist in a variety of ways.

PARENT AREA FOR STUDENT RELEASE, SOCIAL WORKER, ATTENDANCE CLERK (S. ROBINSON, INGRID PANCHAME-STEER)

At this location, (on- or off- site) students will be released to parents or persons listed as parent/emergency contact/guardian in PowerSchool ONLY after appropriate verification is made and forms completed.

Crisis Response Team members coordinate the arrival and departure of students; know the location of all students at the site; require all parents and guardians to sign out the children, show proof of identity, and provide any requested information.

RUNNERS (D. ALBERT, D. TOBIAS, E. WILSON)

Immediately upon activation, will go to each grade level evacuation site to gather information on who is absent and who is present; are available to carry or message information from post to post.

ON-SITE EVACUATION PROCEDURES

When the threat is from within SCI HIGH, the school may evacuate to escape to the threat. To notify students and staff of an emergency that requires evacuation, the FIRE ALARM will be sounded or an announcement made on the Public Address System by a Head of School or administrator.

HEAD OF SCHOOL

- ☐ Assesses the situation and advises staff to evacuate the building using Fire Alarm or PA system
- ☐ Head of School calls 9-1-1 or uses emergency radio to notify first responders
- ☐ Head of School notifies Superintendent or School Board
- ☐ Head of School organizes pre-arranged provisions for handicapped students and staff. A specific person plus alternate(s) should be assigned to assist specific handicapped individuals.

TEACHERS

- ☐ Have class follow the designated escape route to predetermined evacuation site
- ☐ Take EVACUATION KIT when leaving the classroom
- ☐ Account for all students before leaving your classroom, then again at the evacuation site. Remain with students during evacuation
- ☐ Take EVACUATION KIT and escort students out of the building following designated fire drill paths, closing classroom doors as they exit.
- ☐ Direct students to evacuation locations at least 300 feet from the structure and out of emergency personnel's operational area.
- ☐ Render first aid or assist as necessary.
- ☐ Wait for an "ALL CLEAR" notification before allowing students to reenter the building.
- ☐ If off-site evacuation is ordered, take EVACUATION KIT to off-site evacuation location.
- ☐ Report any missing students on the attendance form in your EVACUATION KIT and notify a support staff member with a radio.

SUPPORT STAFF

- ☐ School Security Personnel and Assistant Head of School will make sure the school's office is clear
- ☐ Support staff and teachers institute Parent Reunification Procedures at evacuation location (if necessary).

CRISIS RESPONSE TEAM

- ☐ Check all restrooms and unsupervised areas.

CUSTODIAL STAFF

- ☐ Close all doors and windows separating sections of the buildings and stairwells

- ❑ Building/Facilities manager locates shut off valves and stops the flow of electricity and gas to the building if appropriate.

*No student will be allowed to leave his/her school campus as a walker, a car rider, or with a parent. All students and staff will walk together to the primary off-site location or ride the school bus to the secondary location.

NOTE: If an evacuation is needed during a school lock-down, the fire alarm system WILL NOT BE USED. An evacuation will be announced by the Head of School, Security, or other administrator.

OFF-SITE EVACUATION PROCEDURES

Social Worker, Registrar/Office Manager and assigned Support Staff team members command the release of students. Counselors, security personnel and law enforcement officers will be needed at the site.

HEAD OF SCHOOL

- ☐ Commands the parent reunification evacuation site
- ☐ Use bullhorn for instructions

TEACHERS

- ☐ Teachers and students move to assigned areas at evacuation site
- ☐ Teachers list students who are present and accounted for (names and numbers). The list is given to secretary and her assigned team members

SUPPORT STAFF

- ☐ Registrar/Office Manager brings student release forms and emergency cards, bullhorn or walkie-talkie radio.
- ☐ Registrar/Office Manager assigns team members or volunteers the names of parents waiting to pick up their child(ren)
- ☐ As each parent enters the release station, ID is presented and name verified as person allowed to pick up the student. Student's name is verified on list of students submitted as present.
- ☐ NO CHILD WILL BE RELEASED to anyone if his/her name is not listed in Power School Contacts.

Signs and arrows indicate location for student release should be posted outside instructing parents where release area will be located and instructing them to line up and have ID available. Bus parking location should be a separate area from parent parking and from where students will be released to parents.

Designate a room or area for parents to wait for those children who were not on the list as being present at the evacuation site. If at all possible, this room should be where it is quiet and away from media contact. The school nurse should be present. (These are parents of students who are missing or in a hostage situation at the school and their situation is unknown at this time.)

SHELTER-IN-PLACE PROCEDURES

When the threat is from the outside, such as a tornado, severe thunderstorm warning, or chemical leak, a Shelter-in-Place may be called. To notify students and staff of an emergency which requires sheltering-in place, an administrator will make an announcement via the SCI HIGH communication system.

Head of School

- ☐ Assesses the situation and advises security personnel and staff of shelter-in-place.
- ☐ Calls 9-1-1 and/or uses emergency communication with the NOPD/NOFD to alert responders to the emergency.
- ☐ Calls Board
- ☐ All persons remain in place until an “ALL CLEAR” is given by the Head of School

TEACHERS

- ☐ Teachers and students move to the cafeteria. Sit with students in a designated area.
- ☐ Teachers check class lists for attendance.
- ☐ Notify Support Staff if a student is missing from your class area.
- ☐ All persons maintain silent so that directives can be heard and orders to move quickly can be followed

SUPPORT STAFF

- ☐ Front office staff, cafeteria workers, custodians, and visitors should go to the cafeteria.
- ☐ All fans and air conditioning units should be turned off, including units in the kitchen areas, if necessary
- ☐ All persons maintain silence so that directives can be heard and orders to move quickly can be followed

LOCK-DOWN PROCEDURES

HEAD OF SCHOOL

- ☐ Head of School will announce over the PA system (or via G-Chat or radio if not safe to use PA system) that a lockdown is in effect.
- ☐ Head of School will call 9-1-1 or use first responder radio to notify NOPD.

TEACHERS

- ☐ Secure students in classrooms
- ☐ Lock/secure doors
- ☐ Move students out of line-of-sight of door windows, using tables as shields if necessary
- ☐ Position students in a manner in which they are positioned between the two classroom doors and cannot be seen by individual looking into the classroom from the hall.
- ☐ Turn off lights
- ☐ Take attendance; record missing and extra students
- ☐ Have students remain quiet
- ☐ Refuse to open door for anyone under any circumstances
- ☐ Wait for further instructions
- ☐ Allow no one to leave until an "All Clear" is called

ADMINISTRATORS

- ☐ Immediately lock all exit doors

SPECIFIC RESPONSE IN THE EVENT OF A UTILITY EMERGENCY

GAS LEAK

- ☐ Head of School and Security personnel assess the situation
- ☐ Head of School calls 911 or uses first responder to contact NOFD
- ☐ Head of School notifies NOLA-PS and Board Chair
- ☐ Head of School alerts School Crisis Team
- ☐ Head of School gives signal to evacuate the building using fire procedures
- ☐ Teachers bring EVACUATION KIT to evacuation site
- ☐ Director of Operation or designee calls utility company
- ☐ Building/Facilities Manager locates shut-off valve to stop flow of gas into the building; turns off ventilation system
- ☐ Nurse, or CPR/AED First aid trained personnel administer first aid in designated triage area if necessary.

If there is any indication of a strong concentration of gas when the custodian opens the school in the early morning, the custodian should close the doors and notify the Head of School immediately. No one will be allowed to enter the building until emergency responders give clearance to enter the premises.

DO NOT USE CELL PHONE WITHIN 30 FEET OF BUILDING IF GAS LEAK IS SUSPECTED

POWER FAILURE

- ☐ Head of School and Security personnel assess the situation
- ☐ Head of School notifies NOLA-PS and Board Chair
- ☐ Head of School announces SHELTER IN PLACE
- ☐ Head of School notifies NOLA-PS regarding early closure of schools if situation cannot be resolved in a short period of time
- ☐ Director of Operation calls Transportation Services to have buses on standby if early closure is necessary.
- ☐ Communications Manager as per instruction of the Head of School uses School Messenger Automated System to notify parents if school is to be closed early
- ☐ Teachers and students remain in classrooms until situation is resolved or further directions are received from the Head of School/designee
- ☐ Director of Operation or designee calls utility company

- ❑ Staff turns off all electrical equipment, i.e., computers, promethean boards, printers, etc.

WATER FAILURE/WATER MAIN BREAK

- ❑ Head of School and Security personnel assesses the situation
- ❑ Head of School notifies NOLA-PS and Board Chair
- ❑ Head of School directs the custodian to shut off water supply to building if there is a broken pipe
- ❑ Head of School announces shelter-in place
- ❑ Head of School gives specific instruction regarding use of bathroom facilities
- ❑ Head of School notifies NOLA-PS regarding early closure of school if the situation cannot be resolved in a short period of time
- ❑ Director of Operation calls Transportation Services to have busses standby if early closure is necessary
- ❑ Communications Manager as per instruction of the Head of School uses School Messenger Automated System to notify parents if school is to be closed early
- ❑ Teachers and students remain in classrooms until the situation is resolved or further directions are received from Head of School /designee
- ❑ Director of Operation or designee calls utility company

SPECIFIC RESPONSE IN THE EVENT OF A WEATHER EMERGENCY

SEVERE THUNDERSTORMS

- ☐ Head of School and/or office staff monitors weather radio
- ☐ Teachers shelter all students indoors and away from windows
- ☐ Staff unplugs all electrical equipment
- ☐ Staff or students do not use electrical equipment or land phones
- ☐ Crisis Response Team reports for duty to monitor local weather conditions and to verify that all students are indoors
- ☐ In the event students are caught outdoors with no possibility of indoor shelter, areas around the tallest structures should be avoided. Teachers should direct students to the lowest possible area, i.e. ditch or other depression, and have them crouch down on the ground in the open area. **Do not go under trees.**

TORNADO

A TORNADO WATCH indicates that tornadoes are expected to develop.

A TORNADO WARNING indicates that a tornado has actually been sighted or indicated on radar.

- ☐ Head of School notifies staff of approaching tornado
- ☐ Teachers bring EVACUATION KIT and CLASS LIST and move students to the first floor main hall, room 1002, room 1008, room 1010, room 1114 (Dining commons: directly inside the doors near the main hall), and room 1115. The administration hall (1100 C) will be used for overflow.
- ☐ Teachers direct students to assume the “DUCK and COVER” position, crouching or kneeling with head down and hands over head
- ☐ Students remain in “DUCK and COVER” position until Head of School /designee announces “ALL CLEAR”
- ☐ Crisis Team members are assigned as spotters to watch for approaching tornado

SNOW/ICY CONDITIONS

- ☐ Head of School will use School Messenger to notify parents of decision to close schools or shelter-in- place.

TROPICAL STORM/HURRICANE

- ☐ Cancel all after-school activities until further notice
- ☐ Announce to students and staff that they must take personal belongings home with them during the hurricane threat.
- ☐ Backup all office computer files on flash drives
- ☐ Instruct teachers to back up all student and personal files on flash drives
- ☐ Move all loose materials on the grounds to the inside of the building
- ☐ Empty all refrigerators, except those in the cafeteria, and place food items in the dumpsters
- ☐ Remove all live animals from the school building
- ☐ Provide staff with emergency contact information for the Head of School and Crisis Response Team Leader
- ☐ Update staff emergency contact information.

NO EMPLOYEE is to return to his or her school office after the event without clearance from the Head of School.

SPECIFIC RESPONSE IN THE EVENT OF FIRE

- ☐ Staff member assess situation
- ☐ Staff member pulls fire alarm
- ☐ Staff member notifies Security Personnel
- ☐ Head of School calls 911 or contacts the NOFD
- ☐ Head of School consults with Crisis Team regarding moving students to off-site evacuation location
- ☐ Teachers /staff assist with the evacuating of disable students and/or staff members to a safe distance outside of building, following normal fire drill route
- ☐ Teachers take EVACUATION KIT to evacuation site
- ☐ Teachers take roll at evacuation site
- ☐ Teachers report any missing students/staff to Crisis Team members
- ☐ Crisis Team members report to duty locations
- ☐ Crisis Team member meet NOFD and provide a map of the school and information on the location of the fire and any missing students/staff
- ☐ Crisis Team member notify parents of injured students
- ☐ Crisis Team member accompanies injured students to the hospital
- ☐ Crisis Team member contacts Transportation Services to arrange for transportation to the secondary evacuation site, if necessary.
- ☐ Nurse or CPR/AED/First Aid trained staff to provide immediate first aid for injured
- ☐ Triage areas set up as needed
- ☐ Custodial staff locates and shut-off valves and stops flow of electricity and gas to building(s)

DO NOT use water on electrical fires

DO NOT attempt to fight fires involving explosives

DO NOT attempt to fight fires involving toxic chemicals or strong oxidizers

DO NOT risk personal safety to fight a fire

- ☐ Head of School gives “ALL CLEAR” to return to building only after given authorization from NOFD.
- ☐ Head of School conducts debriefing with School Crisis Response Team

SPECIFIC RESPONSE IN THE EVENT OF STUDENTS FIGHTING

- ☐ Staff member shall ensure the safety of students and staff first
- ☐ Staff member notifies School Safety & Intervention personnel, Dean of Students, VP of Student Services or Head of School, if applicable
- ☐ Staff member observes whether there are weapons involved
- ☐ Staff member verbally mediates using calm, firm voice, directing participants to move to a specific location using students' names when addressing them
- ☐ Staff member physically intervenes only if absolutely necessary and only with a minimum of three to four adults, remove glasses and jewelry before approaching fighting students
- ☐ Staff member removes participants to separate holding areas (Student Services Office, Counseling Office, Social Worker's Office, Vacant Classroom or Office)
- ☐ Head of School, VP of Student Services, or Dean of Students call 911 if necessary to contact NOPD
- ☐ Staff member ushers or removes spectators from the scene; Head of School announces lock down if necessary.
- ☐ Staff member notifies nurse or CPR/AED/First Aid trained staff for medical emergencies
- ☐ If NOPD is summoned; Head of School assigns Crisis Team member to meet officers at the entrance
- ☐ Crisis team members and teachers diffuse situation if possible by identifying key participants and concerns, isolating key participants in separate areas, and have each participant complete an incident report
- ☐ Dean of Students, VP of Student Services, or Head of School notifies NOPD if weapon was used or if victim has physical injury causing substantial pain or impairment of physical condition
- ☐ Dean of Students notifies parents of students involved in fight
- ☐ Dean of Students of School review security camera recordings
- ☐ Dean of Students follows through with consequences for fighting per Student Code of Conduct
- ☐ Crisis Response Team assesses the counseling needs of victim(s) and witness(es)
- ☐ Dean of Students, VP of Student Services and/or Head of School assists law enforcement with investigation
- ☐ Head of School conducts debriefing with Crisis Team

- ☐ Head of School sends correspondence to parents explaining the situation and providing reassurance regarding the safety of the students

SPECIFIC RESPONSE IN THE EVENT OF A STUDENT WITH A WEAPON

In all cases use extreme caution! Do not confront the student. Stay calm. If a student threatens you with a weapon, follow the student's directions.

- ☐ Any staff member who first has knowledge that a student/staff member possesses a weapon should continue with the lesson/work as planned
- ☐ Staff member sends a text to 504-228-9343 (VP of Student Services) and 504-655-0216 (Head of School) or seeks assistance from another teacher /staff member to report the incident
- o Include your name and location
- o Indication name/description of the student/staff
- o Specify whether there has been a threat at this point or not
- o Include any information regarding the type of weapon and its location
 - ☐ Dean of Students, VP of Student Services and/or Head of School and Security Personnel proceed to designated area
 - ☐ Dean of Students, VP of Student Services escorts the suspected student to the Student Services office(2103) and Security Personnel carries all of the belongings
 - ☐ Dean of Students, Security Personnel do not allow student /staff to put his/her hands in pockets or handle belongings (book bag, purse, instrument case, etc)
 - ☐ Dean of Students, VP of Student Services informs suspected person of his or her rights and reason he/she has been detained.
 - ☐ Dean of Students, Head of School/VP of Student Services and Security Personnel conducts a search of the belongings
 - ☐ Dean of Students/VP of Student Services takes possession and secures the weapon
 - ☐ Head of School or VP of Student Services contacts NOPD
 - ☐ Head of School or VP of Student Services notifies student's parents
 - ☐ Security Personnel Head of School, VP of Student Services and Dean of Students assists NOPD with the investigation
 - ☐ Dean of Students keep detailed notes of all events
 - ☐ Head of School conducts debriefing with staff involved

SPECIFIC RESPONSE IN THE EVENT OF A STABBING/SHOOTING

- ☐ Teacher/staff first aware of crisis remain with victim(s); assigns someone to notify Security Personnel, Dean of Students, VP of Student Services and Head of School
- ☐ If a vehicle is involved, staff member shall attempt to identify, make, model, color, body and license plate number
- ☐ Staff member notifies nurse, and/or CPR/AED/First Aid trained staff to administer first aid to injured
- ☐ Staff member notifies front office/Secretary
- ☐ Head of School verifies situation and name(s) of victim(s)
- ☐ Head of School contacts the NOPD or calls 911
- ☐ Head of School announces a lock-down if appropriate
- ☐ Head of School activates School Crisis Response Team
- ☐ Crisis Response Team or teacher(s) remove students from scent of shooting/stabbing
- ☐ Teachers follow lock-down procedures
- ☐ Office/Secretary notifies family of injured student(s)/staff member(s)
- ☐ Crisis Team members block off area around site of shooting/stabbing and secure scene
- ☐ Crisis Team attempts to identify perpetrator and contact Security Personnel to isolate him/her if possible
- ☐ If weapon is located, Security Personnel or Crisis Team Member covers gun/knife with trash can to remove from sight
- ☐ Security Personnel or Crisis Team member stays with the weapon until police arrive
- ☐ Crisis Team members locate witnesses and isolate them in separate areas and have them complete an incident report
- ☐ Dean of Students/VP of Student Services and/or Head of School interviews witnesses
- ☐ Crisis Team member meets the NOPD officers and EMS Tech; directs them to scene
- ☐ Head of School passes incident command to first responders
- ☐ Crisis Team member accompanies victim(s) to the hospital
- ☐ Head of School, in consultation with the NOPD will decide if building/campus evacuation is required
- ☐ If evacuation announcement is made teachers will follow evacuation procedures
- ☐ Crisis Team designates a place for parents who arrive on campus
- ☐ Crisis Team members assist the NOPD in their investigation
- ☐ Head of School announces “ALL CLEAR” when given clearance
- ☐ Counselor arranges trauma counseling for students affected by crisis

- ☐ Head of School monitors progress of victim(s)
- ☐ Head of School conducts debriefing with staff

SPECIFIC RESPONSE IN THE EVENT OF SERIOUS INJURY/DEATH

SERIOUS INJURY/DEATH OCCURS OUTSIDE OF NOCSMHS

- ☐ Head of School/Security Personnel verifies facts of the situation
- ☐ Head of School **or designee** contacts nurse, and/or CPR/AED/First Aid trained staff
- ☐ Head of School **or designee** notifies NOPD/911
- ☐ Head of School notifies staff of student or staff member's injury or death (prior to arrival at school if possible)
- ☐ Staff member(s) refers media to Head of School
- ☐ Head of School contacts NOPS to request assistance from district counselors/social workers/psychologists
- ☐ Head of School assembles School Crisis Response Team
- ☐ Crisis team establishes location for counseling students
- ☐ Head of School makes reference to the event on the morning announcement in a short appropriate statement or distributes a statement to teachers to be read to students during homeroom/advisory class
- ☐ Head of School calls for a moment of silence
- ☐ Head of School invite those who may need assistance to designated areas for counseling
- ☐ Teachers allow brief discussion of students' feelings of fear, anxiety, guilt, responsibility, anger, etc, (without judgement)
- ☐ Teachers refrain from challenging students' beliefs
- ☐ Teachers note any students who appear to be in particular distress for referral to counselor
- ☐ Counselor contacts parents of students who appear to be in distress
- ☐ Counselor continues to follow up with anxious students
- ☐ Counselor maintains visibility in hallways and student common area until crisis period is over.
- ☐ Crisis Response Team maintains contact with injured student/staff member to monitor progress
- ☐ Head of School provides periodic updates on progress of injured student/staff member
- ☐ Head of School prepares a letter to be sent home to parents regarding the situation
- ☐ Head of School contacts parents/family to determine their wishes regarding sharing funeral arrangements
- ☐ Head of School shares funeral arrangements as appropriate with staff and students

- ☐ Office staff arranges substitutes for faculty members attending funeral
- ☐ Security Personnel or Student Services Coordinator procures items from the deceased's locker, desk, etc
- ☐ Data Personnel removes name of the deceased from active rolls as soon as possible to avoid future mailings, phone calls to the deceased or family
- ☐ Head of School prohibits any permanent memorial to the deceased on campus

SERIOUS INJURY/DEATH OCCURS INSIDE OF SCI HIGH

- ☐ Head of School/Security Personnel verifies facts of the situation
- ☐ Head of School contact nurse, and/or CPR/AED/First Aid trained staff
- ☐ Head of School notifies NOPD/911
- ☐ Head of School announces a shelter-in-place
- ☐ Staff members secure the area by removing students and others from the area
- ☐ Staff members escort any siblings or children of the injured/deceased on campus to counselors
- ☐ Crisis Team member meets first responders and directs them to location
- ☐ Crisis Team member accompanies injured to the hospital
- ☐ Refer to additional steps from previous page, "Event of a stabbing/shooting"
- ☐ Staff members do not allow outside assistance in the building from counselors, ministers, etc, without the expressed permission of the Head of School

SPECIFIC RESPONSE IN THE EVENT OF A SUICIDE/SUICIDE ATTEMPT (STUDENT)

STUDENT SUICIDE IDEATION/ATTEMPT

- ☐ Person having knowledge of a potential situation notifies Social Worker
- ☐ In the absence of the School Social Worker, notify the Dean of Students
- ☐ In the absence of the Dean of Students, notify the Vice- Principals, and/or Head of School immediately
- ☐ Individual threatening suicide should NOT be left alone
- ☐ Social Worker report immediately to the location of the individual; or the adult having knowledge of the situation will escort the student to the School Social Worker
- ☐ Staff member notifies the nurse and/or CPR/AED first aid certified personnel are called if the individual is injured.
- ☐ School Social Worker contacts the family of the student
- ☐ Member of Student Services calls 911 if threat level is high, if individual has a weapon, or if individual is injured
- ☐ Social Worker provides the family with mental health agency referrals
- ☐ Social Worker documents if student
- ☐ Social Worker monitors progress of student submit necessary documentation for absences and missed assignments

STUDENT DEATH BY SUICIDE

- ☐ School Nurse verifies information
- ☐ School Nurse confirms death with School Social Worker
- ☐ School Social Worker or Member of Student Services calls 911
- ☐ School Social Worker contacts family member
- ☐ Head of School assembles Crisis Response Team
- ☐ Crisis Team members escort any relatives of victim on campus to the conference room
- ☐ Crisis Team member meets first responders to escort to location
- ☐ Head of School and School Social Worker passes incident command to first responders
- ☐ Crisis Team identifies and isolates any witnesses to the event
- ☐ VP of Student Services and Members of Student Services interviews witnesses
- ☐ School Social Worker arrange for assistance with grief counseling
- ☐ Head of School prepares brief statement for staff, students, and families
- ☐ Refer to additional steps under Serious Injury/Death section

SPECIFIC RESPONSE IN THE EVENT OF A SUICIDE/SUICIDE ATTEMPT (STAFF)

SUICIDE ATTEMPT

- ☐ Person having knowledge of a potential situation notifies Head of School, Vice Principals, or Security Personnel immediately
- ☐ Individual threatening suicide should NOT be left alone
- ☐ Head of School/Designee report immediately to the location of the individual
- ☐ Staff member notifies the nurse and/or CPR/AED first aid certified personnel are called if the individual is injured.
- ☐ Social Worker/Crisis Team Designee attempts to move the individual to an isolated location through casual walk and talk conversation if possible
- ☐ Dean of Students, Head of School or Vice Principals contacts family to come to school
- ☐ Head of School calls 911 if threat level is high, if individual has a weapon, or if individual is injured
- ☐ Social Worker provides the family with mental health agency referrals authorized by the district.
- ☐ Head of School or Social Worker, or Dean of Students documents if student/staff is hospitalized
- ☐ Social Worker monitors progress of student/employee

SUICIDE

- ☐ Head of School, Vice Principals, Social Worker and/or Security Personnel verifies information
- ☐ Head of School calls 911
- ☐ Head of School contacts family member
- ☐ Head of School assembles Crisis Response Team
- ☐ Crisis Team members escort any relatives of victim on campus to counselor's office
- ☐ Crisis Team member meets first responders to escort to location
- ☐ Head of School passes incident command to first responders
- ☐ Crisis Team identifies and isolates any witnesses to the event
- ☐ Security Personnel/VP of Student Services interviews witnesses
- ☐ Head of School contacts OPSB office to arrange for assistance with grief counseling
- ☐ Refer to additional steps under Serious Injury/Death section

SPECIFIC RESPONSE IN THE EVENT OF A HOSTAGE SITUATION

- ☐ If hostage taker is unaware of your presence, do not intervene
- ☐ Person first aware of hostage situation notifies Security Personnel and Head of School immediately
- ☐ Security Personnel/Head of School call 911 immediately
- ☐ Person who reported situation proceeds to office to provide information to NOPD
- ☐ Head of School activates Crisis Response Team
- ☐ Head of School announces lock-down if appropriate
- ☐ Crisis Team members seal off area near hostage scene
- ☐ Head of School passes incident command to law enforcement, providing information on
 - o Number of hostages
 - o Description of hostage taker(s)
 - o Type of weapon hostage taker(s) have
 - o Number and names of hostages
 - o Demands and instructions hostage taker(s) have given
 - ☐ Crisis Team member keep detailed notes of situation
 - ☐ Counselors work with students outside of hostage situation to calm fears
 - ☐ Crisis Team completes documentation of incident

IF TAKEN HOSTAGE:

DON'T BE A HERO

- ☐ Follow the instructions of the hostage taker immediately
- ☐ Try to remain calm
- ☐ Speak quietly with students if they are present, urging them to remain calm
- ☐ Be respectful and friendly; treat hostage taker as normally as possible
- ☐ Ask permission to speak, and do not argue or antagonize the hostage taker
- ☐ Inform hostage taker of need to administer first aid, if necessary
- ☐ Be prepared to wait; elapsed time is a good sign
- ☐ Be observant and remember everything you see
- ☐ Do not try to escape and do not encourage or allow staff or students to attempt to escape
- ☐ If a rescue is attempted, lie on the floor and await instruction from the police officers

SPECIFIC RESPONSE IN THE EVENT OF AN INTRUDER

INTRUDER

- ☐ First person having knowledge of a suspicious individual on campus should ask the individual to leave the campus/office and then immediately notify the Security Personnel/Dean of Students/Vice Principals/Head of School of the intruder's presence
- ☐ Head of School/Vice Principals/Dean of Students, accompanied by Security Personnel, approaches intruder politely, identifies him/herself, and asks for identification and purpose of the visit
- ☐ Head of School informs intruder that all visitors must register at the main office
- ☐ Head of School and staff member observe individual's description and ascertain the possibility that the intruder is armed
- ☐ If at any time the Head of School/Vice Principals/Dean of Students/ Security perceives the level of threat as high he/she should call for lock-down immediately and notify NOPD
- ☐ If intruder's purpose for visit is not legitimate, Security Personnel/Dean of Students/Vice Principals/Head of School ask him/her to leave and accompany the intruder to exit.
- ☐ If intruder resists, Security Personnel/Head of School warns intruder of the consequences for staying on school property and informs him/her that the NOPD will be summoned
- ☐ Notify NOPD if the intruder refuses to leave or loiters outside of the building
- ☐ Walk away from intruder if he/she indicates potential violence
- ☐ Be aware of the intruder's action at this time (where he/she is located or on the school/office, whether he/she is carrying a weapon or package, etc.)
- ☐ Head of School passes incident command to NOPD upon their arrival
- ☐ Head of School issues an "ALL CLEAR" when incident is under control
- ☐ Head of School/Assistant Head of School complete incident documentation

ARMED INTRUDER

- ☐ Person having knowledge of an armed intruder shall notify 911/the School Office/Emergency G-Chat immediately and proceed to the office (if it is safe to do so) to be available to the Police Department to provide information.
- ☐ Head of School/Designee immediately notify whole-school of lock-down
- ☐ Head of School/Designee calls 9-1-1 to notify NOPD

- ❑ Teachers/Staff follow LOCK-DOWN procedures bringing all students/staff to nearest classrooms/offices.
- ❑ School Crisis Team works to seal off area where armed intruder is located if possible
- ❑ Teachers lock doors and direct students away from classroom/office doorways and windows.
- ❑ Position students in a manner in which they are positioned between the two classroom doors and cannot be seen by individual looking into the classroom from the hall.
- ❑ Students in the cafeteria/open areas should move to serving area or nearest classroom, office or using cafeteria tables to shield against intruders.
- ❑ Students and staff remain in lock-down until directed to move from the area by Head of School or law enforcement officer.
- ❑ If evacuation is required during lock-down Head of School will make an announcement over the PA system
- ❑ Teachers, Students, and staff will follow fire drill procedures and report to designated locations: **Lafitte Greenway (between Conti and N. Johnson), Alternate site 1: Lemann Park and Playground (N. Claiborne between French Quarter RV Access Rd. and Lafitte Ave.), Alternate site 2: Phillis Wheatley Community School (2300 Dumaine St. New Orleans, LA. 70119)**
- ❑ Head of School will make “ALL CLEAR” announcement when crisis is resolved.

ACTIVE SHOOTER

- ❑ Person having knowledge of an active shooter shall notify 911/the School Office/Emergency G-Chat immediately and proceed to the office (if it is safe to do so) to be available to the Police Department to provide information.
- ❑ If faculty, staff, and students are able to get out immediately, do so and usher bystanders to get out with you **(RUN). Evacuation locations (Lafitte Greenway)**
- ❑ If faculty, staff and students are unable to get out of the building or area, proceed to lock down procedures and barricade the entrance/exits to prevent the active shooter from entering the location **(HIDE).**
- ❑ Remain in lockdown until Law Enforcement escorts arrive to secure the building.
- ❑ As a last resort and only when your life is in imminent danger attempt to incapacitate the shooter
- ❑ Act with physical aggression and throw items at the active shooter **(FIGHT)**

****How to Respond-When Law Enforcement Arrives***

- ❑ Remain calm and follow instructions
- ❑ Put down any items in your hands (i.e., bags, jackets) and raise hands and spread fingers

- ☐ Keep hands visible at all times and Avoid quick movements toward officers such as holding on to them for safety
- ☐ Avoid pointing, screaming or yelling
- ☐ Do not stop to ask officers for help or direction when evacuating

SPECIFIC RESPONSE IN THE EVENT OF A MISSING STUDENT

LOST/RUNAWAY STUDENT DURING SCHOOL:

- ☐ Teacher notifies Security Personnel/Dean of Students of missing child
- ☐ Teacher remains with class and never leaves class unattended to follow a runaway student
- ☐ Dean of Students makes an “ALL CALL” for student to report to the office
- ☐ Safety and Intervention Support Personnel checks attendance records to confirm that child reported to school
- ☐ Head of School activates Crisis Response Team
- ☐ Crisis Response Team canvases the area, including all restrooms
- ☐ Head of School calls 911 or notifies the NOPD
- ☐ Office staff notifies the student’s parent
- ☐ Dean of Students checks security cameras, if applicable
- ☐ Crisis Team interviews friends and classmates to ascertain when student was last seen
- ☐ Dean of Students provides documentation and school photo of missing student and pertinent information to the NOPD

LOST/RUNAWAY STUDENT AFTER SCHOOL HOURS:

- ☐ When the office receives phone call from parent indicating a student is missing, the Head of School/Vice Principal of Student Services/ Dean of Students ascertains the student’s usual means of transportation home.
- ☐ Head of School asks parent to contact missing student’s friends if he/she has not already done so
- ☐ Office staff checks sign-out logs to make sure student was not checked out during the school day.
- ☐ Head of School/Director of Operations contacts Transportation Supervisor with the student’s name, address, and bus drivers’ name

- ☐ Transportation Supervisor contacts bus driver to check if the student was on the bus, determine the exact time student was dropped off, and to check again in case student is still on the bus
- ☐ Dean of Students/Head of School/Vice Principal of Student Services contacts after school duty teachers to ask if the student went home with another student or walked off campus in a specific direction
- ☐ Office staff maintains an open line so that parents can contact school in the event the missing student returns home
- ☐ Head of School notify the NOPD if the parents have not already done so
- ☐ Dean of Students/Vice Principal of Student Services provides documentation and school photo of missing student and pertinent information to the NOPD
- ☐ Crisis team members assist NOPD with search if needed

SPECIFIC RESPONSE IN THE EVENT OF RAPE

- ☐ Ensure the safety of students, staff or victim first. Protect them from further harm
- ☐ Call Security personnel/Dean of Students/Vice Principal of Student Services
- ☐ Vice Principal of Student Services/Dean of Students/Security Personnel notify Head of School to call 911
- ☐ Notify nurse or CPR/AED first aid trained staff in the building of medical emergencies
- ☐ Social Worker assists victim
- ☐ Ascertain the name of perpetrator if possible
- ☐ Seal off the area where incident/rape occurred
- ☐ Head of School notifies parents of the victim(s)
- ☐ Crisis Team members assist in locating witnesses and isolating these individuals with a staff member
- ☐ Dean of Students documents all activities and asks victim/witnesses for an incident report
- ☐ Head of School passes incident command to first responders
- ☐ Provide first responders with victims emergency information
- ☐ Review school security camera if available
- ☐ Assist the NOPD with the investigation of the incident
- ☐ A Crisis Team member accompanies victim to hospital
- ☐ Assess counseling needs of victim and witnesses
- ☐ Make appropriate referral for counseling
- ☐ Conduct debriefing with Crisis Response Team
- ☐ Head of School implement post-crisis procedures

HARASSMENT: BULLYING –CYBER BULLY- HAZING-STALKING- ETHNIC INTIMIDATION

(Refer to Student Code of Conduct for Policy and Procedures)

Definitions

Bullying

Bullying is defined as the intentional gesture, written, verbal, electronic transmission or communication, or physical act that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his property or placing a student in reasonable fear or harm to his life or person or damage to his property which is so severe, persistent or pervasive that it creates and intimidating, threatening, or abusive educational environment for a student.

Any intimidating, threatening, or abusive gesture or written, verbal, electronic transmission or communication or physical act by a student directed at another student occurring on school property, on a school bus, or at a school-sponsored event that a reasonable person under the circumstances would perceive as being motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender, gender identity or expression, physical characteristics, political persuasion, mental disability, or physical disability, as well as attire or association with others identified by such categories.

Note: If harassing, bullying or threatening remarks, which reflect potential violence, are made and /or heard, the Vice Principal of Student Services/Dean of Students should be contacted so interviews can be conducted.

Hazing

Hazing is defined as any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any

organization or extracurricular activity at a public elementary or secondary school, whether such behavior is planned or occurs on or off school property, including any school bus or school bus stop.

The consent, stated or implied, of the hazing victim shall not be a defense in determining disciplinary action.

Stalking

Stalking is a willful course of conduct involving repeated or continuing harassment against another individual that would cause a reasonable person to feel any one or more of the following

- ☐ Terrorized
- ☐ Frightened
- ☐ Intimidated
- ☐ Threatened
- ☐ Molested

Stalking occurs in many forms, such as:

- ☐ Following or appearing with the sight of another
- ☐ Approaching or confronting another individual in a public or private place
- ☐ Appearing at the workplace or residence of another
- ☐ Entering or remaining on an individual's property
- ☐ Contacting by telephone
- ☐ Sending mail or electronic

Ethnic intimidation

Ethnic intimidation occurs when a person maliciously, and with specific intent, intimidates or harasses another person because of the person's:

- ☐ Race
- ☐ Color
- ☐ Religion
- ☐ Gender
- ☐ National origin
- ☐ Sexual orientation

The conduct of the offender must:

1. Involve physical contact with another; or
2. Damage, destroy, or deface any real or personal property of another; or
3. Threaten, by word or act, to do as described in 1 or 2 if there is reasonable cause to believe that an act in 1 or 2 will occur

When the conduct of the offender meets these criteria, notify the Vice Principal of Student Services/Dean of Students and the NOPD.

Cyber Bullying

Cyber bullying is when a child, preteen, teen, or an adult is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones

BOMB THREAT PROCEDURES

(DEVICE LOCATED)

Upon discovery of a Bomb threat via telephone call, staff member immediately notify the Head of School. The Head of School dispatches staff member to physically notify Crisis Team Members. Crisis Team Members go from class to class to notify teachers.

- ☐ Teachers should then go to OFF-SITE EVACUATIONS PROCEDURES
- ☐ Teachers should take a quick look around their classroom for any suspicious packages located in their classroom and immediately and calmly evacuate.

Under no condition, attempt to touch or move the package, after the school has been evacuated, notify Administration of the package and its location in the classroom. Turn off cell phones or electronic devices—they can activate explosive devices

Administrator's Responsibilities

- ☐ Upon notification of a Bomb Threat and once the school has been fully evacuated
 - o Notify 911- USE ONLY LAND LINES while in the school
 - o Notify OPSB at 504-304-5680
 - o Activate Bomb Threat Response Protocol

Staff Responsibilities

- ☐ Notify the school office on a landline telephone, not cellphone, or two-way radio.
- ☐ Wait for decision on whether lock-down or evacuate.
- ☐ If lock-down is ordered, follow lock-down procedures
- ☐ If evacuation ordered, follow evacuation procedures as directed by the Head of School
- ☐ All staff should look for and report all suspicious objects to the Head of School immediately
- ☐ Once evacuated, stay in your designated areas until you are told it is safe to return to the building

SPECIFIC RESPONSE IN THE EVENT OF A BOMB THREAT

- ☐ Person answering phone uses BOMB THREAT checklist (see next page) to gather as much information as possible.
- ☐ If no caller ID is available, dial *69 to trace the call if applicable
- ☐ Notify Security Personnel and Head of School
- ☐ Do not share information about call with others
- ☐ Head of School assess the situation and call 911 if appropriate
- ☐ Head of School calls Facilities Manager
- ☐ Head of School gives the signal to evacuate the building using fire drills procedures
- ☐ Teachers bring EVACUATION KITS to evacuation site
- ☐ Crisis Team members report to their predetermined locations
- ☐ USE OF RADIOS and CELL PHONES at this time are NOT ALLOWED
- ☐ Crisis Team members secure the area and close all entrances
- ☐ Teachers take roll at evacuation site
- ☐ Teachers keep track of all students to advise Crisis Team members of missing students
- ☐ Crisis Team member notifies Transportation Supervisor if bus evacuation to secondary location may be required.
- ☐ Head of School makes "All Clear" announcement when given authorization by first responders
- ☐ Crisis Team completes Incident Report Documentation

BOMB THREAT INFORMATION CHECKLIST

A copy of this form should be kept near all office phones

Exact Time of Call: _____ Telephone Number: _____

Exact Wording of Threat: _____

Questions to Ask (Record Answers):

When is the bomb going to explode?

Where is it right now?

What does it look like?

What kind of bomb is it?

What will cause it to explode?
 Did you place the bomb? Why?
 What is your address?
 What is your name?

Caller's Voice: Circle all that apply

Calm Angry Excited Slow Rapid Soft Loud Laughter Crying Normal
 Slurred Distinct Disguised Accent Familiar Deep Nasal Stutter Lisp
 Raspy Ragged Clearing Throat Deep Breathing Cracking Voice

Threat Language:

Well-spoken Educated Foul Inchoherent Taped Message read by threat maker

Background sounds: Circle all that apply

Street noises House noises PA system Music Voices Animal noises
 Office machinery Factory machinery Motor Long distance Booth (echo)

Gender of Caller:	Race/ Nationality of Caller:	
Age of Caller:	Length of Call:	Time of Call:

IMMEDIATELY REPORT INFORMATION TO SECURITY/Head of School

Person taking call:	Date:
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SPECIFIC RESPONSE IN THE EVENT OF A BUILDING COLLAPSE/EXPLOSION

- ☐ Security Personnel assesses situation and notifies Head of School and calls 911
- ☐ Head of School makes determination regarding school/building evacuation
- ☐ Teachers take roll in class and at evacuation site
- ☐ Head of School activates School Crisis Team
- ☐ Crisis Response team members assume duty positions
- ☐ Teachers will keep track of all students to advise Crisis Team members of missing students and for staff
- ☐ Crisis Teams member notifies Transportation Supervisor of off-site evacuation
- ☐ Facilities manager shut-off valves and stops the flow of electricity, gas, and water into the damaged areas of the building
- ☐ Crisis Team members begin evacuation on injured persons from damaged areas if necessary

- ☐ Nurse or CPR/AED/First Aid trained staff administer first aid
- ☐ Custodial staff fights small fires if possible without endangering lives
- ☐ Head of School passes incident command to first responders
- ☐ Head of School and Crisis Response Team assist with emergency response
- ☐ Incident Command and Triage centers are established
- ☐ Head of School/designee directs the Parent Reunification Center
- ☐ Crisis Team members notify parents of injured students
- ☐ Crisis Team member accompanies injured to hospital
- ☐ Head of School use School Reach or Media to notify parents and community of the situation and the location of the Parent Unification Center
- ☐ Head of School conducts debriefing with Crisis Team
- ☐ Crisis Team completes incident reports

SPECIFIC RESPONSE IN THE EVENT OF A BIO-CHEMICAL HAZARDS

For all bio-chemical hazards

- ☐ Security Personnel/ Head of School monitor the situation
- ☐ Head of School calls 911 or notifies NOFD
- ☐ Head of School makes determination regarding evacuation
- ☐ Head of School activates Crisis Response Team
- ☐ Head of School makes announcement to Shelter-In-Place or Evacuate
- ☐ Crisis Team member contacts Transportation Supervisor if decision is made to evacuate to off-site location
- ☐ Nurse or CPR/AED and First Aid trained staff administer first aid as necessary

For hazards external to building (chemical release, etc.)

- ☐ Teachers close all doors and windows if decision is made to shelter- in-place
- ☐ Teachers take roll and account for missing students
- ☐ Head custodian shuts off all heating, ventilating, and air-conditioning systems and all kitchen exhaust systems
- ☐ Teachers use Classroom Lock-down Kit as directed to secure windows and doors and provide comfort for students

- ☐ Teachers take EVACUATION KIT if evacuation is required

For hazards within the building (science lab explosion, air)

- ☐ Teachers remove students from the affected area
- ☐ Crisis team members seal off affected area
- ☐ Teachers take roll and account for missing students
- ☐ Teachers take EVACUATION KITS if evacuation is required
- ☐ Crisis team establishes medical triage area
- ☐ In the event of a hazardous material spill, DO NOT add water or anything to the area
- ☐ Seal off the area until the NOFD arrives
- ☐ Nurse or CPR/AED/First Aid trained staff administer first aid as necessary
- ☐ Crisis Team gathers as much information as possible on the type of hazard
- ☐ Crisis Team provides information on hazard and victim(s) to first responders
- ☐ Crisis Team member contacts parents of victim(s)

MEDICAL EMERGENCY/MULTI-CASUALTIES

Allergic Reaction

- ☐ Notify Security Personnel/Administrator-in-charge immediately
- ☐ Administrator-in-charge immediately call 911/EMS
- ☐ Notify Nurse or staff trained with CPR/AED/First Aid respond to the area to assist
- ☐ Administer (EPI pen) if ordered by a Medical Doctor
- ☐ Contact parent/guardian/family

Administrator's Responsibilities

- ☐ Call Security Personnel and 911/NOPD
- ☐ Report to the scene. Secure and isolate the area
- ☐ ONLY staff trained with CPR/AED/First Aid respond to the area to assist
- ☐ Assign an individual to meet and escort the emergency medical responders to the scene.
- ☐ Notify the parent/guardian
- ☐ Provide the Police/EMS/NOFD emergency information
- ☐ Accompany the student/staff to the hospital if the parent/guardian/family cannot be located

Staff Responsibilities

- ☐ Notify Security Personnel/Administrator to evaluate the accident scene, isolate and secure the area
- ☐ Direct any unaffected persons to a safer and secured area

- ☐ Call 911 (on a cell phone)
- ☐ Administrator advises of number injured and of the situation, gives the location
- ☐ If the scene is safe, proceed to the victim to assess the severity of the injury
- ☐ Nurse and or staff trained with CPR/AED/First Aid training will stabilize the victim and administer first aid
- ☐ Assist the emergency medical responders once they arrive
- ☐ If the scene is not safe, i.e. electrocution, downed wires, etc. **WAIT for EMS or First Responders.**

SCI HIGH Incident Report Form

Student(s) Name(s) and grade(s):	
Date:	
Time:	
Location:	
Faculty/Staff:	
Details of Incident:	

Please outline the events that occurred leading up to, during, and after the specific incident being investigated. Include dates, times, locations, people involved, actions, and direct quotes if applicable.

Email completed incident reports as soon after the event as possible to wcarroll@noscihigh.org (William Carroll, VP of Student Services).

SPECIAL SECTION: COVID-19 RESPONSE PLAN

Revised March 2024

The current COVID guidelines are as follows:

CDC updated COVID isolation guidelines (March 1). Health officials at the Centers for Disease Control and Prevention (CDC) have updated isolations guidelines for people with COVID-19. The new recommendations suggest staying away from others when you're sick and returning to normal activities when, for at least 24 hours, symptoms are improving and you are fever-free without the use of a fever-reducing medication. At that point, wearing a mask and practicing other preventive steps is still encouraged for at least five days.