

Tipton Community School Corporation School Safety Plan and Emergency Response Guide



2026-2027

TABLE OF CONTENTS

INTRODUCTION

GENERAL CONSIDERATION AND PLANNING GUIDELINES

Purpose	4
Mission and Goals	5
Plan Review	5

GENERAL EMERGENCY RESPONSE PLANNING

Identification of Potential Hazards and/or Emergencies	5
Actions of Response of an Emergency	6
Corporation Resources and Personnel	7
Procedures to Coordinate the Use of School Resources	8
Prevention and Intervention Strategies	8
Identification of Corporation Safety Team	9
Annual and Ongoing School Training	8

STAFF RESPONSIBILITIES DURING EMERGENCIES

Building Administration Advance Planning Strategies	10
Staff/Faculty Responsibilities	11

FUNCTIONAL PROTOCOLS

Evacuation/Relocation	16
Reverse Evacuation	18
Lockdown	19
Hold	20
Secure	20
Shelter	21
Reunification/Release	21
School Relocation Areas	22

EMERGENCY PROCEDURES

Physical/Sexual Assault	24
Bomb Threat	25
Civil Disorder	26
Death/Serious Injury	27
Fire/Explosion	28
Hostage/Kidnapping	29
Intruder/Threat of Violence	30
Man-Made Disaster/System Failure	31
Medical Emergency	32
Natural Disaster Emergency	34
School Bus Accident / Emergency	35

Weapon on School Property	35
Student/Staff Suicide	36
Pandemic Influenza/Infectious Outbreaks	39
APPENDICES	
1-Corporation-wide Risk Determination	46
2-General Response Details	48
3-Inventory of Resources	51
4-TCSC Incident Command Structure	52
5-A.L.I.C.E. protocols	53
6-Bomb Threat Checklist	55
7-Mass Notification / Activation	57
8-Mental/Behavioral Health Referral List	58
School Maps	
Elementary	59
Middle	60
High	61

INTRODUCTION

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. School corporations are required to develop a Corporation-Wide Safety Plan designed to prevent and minimize the effects of serious violent and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The plan is responsive to the needs of the individual schools and the corporation as a whole. School corporations stand at risk from a wide variety of acts of violence, as well as from natural and manmade disasters. To address these threats, the Indiana Department of Education has required every school corporation to create a Corporation-Wide Safety Plan. The corporation safety plan is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school in the corporation.

GENERAL CONSIDERATIONS

PURPOSE

The Tipton Community School Corporation Safety Plan was developed and is to be used to guide the development and implementation of the individual schools emergency response plans. Copies of these plans will be kept in the Superintendent's office and each individual school's front office.

In the event of an emergency or violent incident, the initial response to all emergencies will be the responsibility of the Superintendent's office, Tipton Elementary School principals, Tipton Middle School principals, Tipton High School principals, and the School Resource Officer (SRO).

Emergency response actions, including Crisis Response, may be supplemented by involving City, County and State resources through established protocols.

No guarantee is implied that this safety plan is a perfect response system. As personnel and resources may be overwhelmed, TCSC can only endeavor to make every reasonable effort to respond to the situation, with the resources and information at the time.

MISSION AND GOALS

The Mission of the Tipton Community School Corporation in an emergency is to:

1. Protect lives and property
2. Respond to emergencies promptly and properly
3. Coordinate with local and emergency operation plans and community resources
4. Aid in recovery from disasters

The Goals of the Tipton Community School Corporation are to:

1. Provide emergency response plans, services, supplies for all facilities and employees
2. Ensure the safety and supervision of students, staff and visitors of the school
3. Restore normal services as quickly as possible
4. Coordinate the use of school personnel and facilities
5. Provide detailed and accurate documentation of emergencies to aid in the recovery process

PLAN REVIEW

The Corporation-Wide School Safety Plan shall be presented to the TCSC School Board and may be adopted by said board.

Full copies of the Corporation-Wide Safety Plan and any amendments will be submitted to the Indiana Office Of School Safety within 60 days of the first student school day.

The plans shall be reviewed and maintained by the Corporation-Wide Safety Team and reviewed on an annual basis.

GENERAL EMERGENCY RESPONSE PLANNING

IDENTIFICATION OF POTENTIAL HAZARDS AND/OR EMERGENCIES

TCSC has the potential to be exposed to many hazards, all of which have potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. TCSC has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. The procedures are developed in coordination with local Emergency Management, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist. [Appendix 1](#) of the plan includes the Risk Probability Checklist and the results of this evaluation.

ACTIONS IN RESPONSE TO AN EMERGENCY

TCSC has identified the following general response actions to emergency situations. These actions include : See [Appendix 2](#) for general details.

- School cancellation (prior to start of day)
- Early dismissal
- Hold
- Secure
- Lockdown
- Evacuate and Reunification
- Shelter

The confidential Emergency Response Plans include identification of specific procedures for each action depending upon the emergency and are addressed throughout this safety plan.

Emergencies may include, but are not limited to:

Natural Hazards

- Floods and Flash Floods
- High Winds / Winter Storms and Blizzards
- Severe Thunderstorms
- Tornadoes

Human Made

- Chemical/Hazardous Materials
- Explosion

- Power Outage/Systems Failure
- Transportation Hazards

Fire
Gas Leak

Traffic Accidents

Potential Violent Actions

Assault
Bomb Threat
Civil Disorder
Death on Campus
Hostage Situation

Intruder
Kidnapping/Abduction
Sexual Assault
Threats of Violence
Weapon on Campus

CORPORATION RESOURCES AND PERSONNEL AVAILABLE FOR USE DURING AN EMERGENCY

TCSC has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Emergency Response Plans as deemed by the Tipton Community School Safety Team. External resources are identified in [Appendix 3.](#)

EQUIPMENT	LOCATION
Defibrillator (AED's)	Instructional Buildings/ Athletics
Smoke Detectors	Instructional Buildings/Athletics
Emergency Lighting	Each Building
Portable Fire Extinguishers	Each Building and each Bus
Spill Cleanup / Absorbent Materials	Science Labs/Custodian Department
First Aid Supplies	Each Building/Nurse's Office/Athletics

Name	Role, Skill, or Assignment
School Nurse	Medical / First Aid
School Resource Officer	Crisis and Emergency Response/First Aid
Head Custodian/Maintenance	Facilities
Bus Drivers and Transportation Coordinator	TCSC Transportation
Crisis Team	Post-Incident Response

PROCEDURES TO COORDINATE THE USE OF SCHOOL RESOURCES DURING EMERGENCIES

TCSC uses the Incident Command System model for emergency actions. For Corporation-wide emergencies, the Incident Commander will be the Superintendent of Schools or his/her designee. In building-level emergencies, the administrator-in-charge or his/her designee will act as the Incident Commander. The incident Commander is authorized to activate such resources and personnel as appropriate to the incident. The Incident Commander is empowered to render such decisions as necessary in keeping with the Emergency Response Plans.

The incident Command System for the Corporation is fully defined in [Appendix 4](#) of this plan.

PREVENTION AND INTERVENTION STRATEGIES

TCSC has created policies and procedures to address physical building security as well as the emotional and mental health of its students, staff and visitors before, during and after school hours.. Some are as follows:

- Staff identification badges
- Raptor visitor management system
- E3 emergency notification application
- Single point access for visitors
- Security cameras
- School Resource Officer
- Site vulnerability assessments
- Multiple school safety specialists
- Locked classroom doors
- Staff and Visitor Background checks (*Board Policies 1521, 3121, 8121*)
- Behavior Threat Assessment teams (Indiana Code 10-21-1-11)
- Counselors/Social workers (assigned to each building)
- 4C (Four County) counseling on campus (MOU established)

TCSC recognizes that the most current data caution against profiling students who have the potential for violence. However, it acknowledges the need to identify youth at risk and provide necessary support services to all students, beginning at an early age. The Corporation will maintain resources on the early detection of potentially violent behaviors, maintain a team of qualified staff to evaluate threats and other potentially violent behaviors. Each school building has a behavior threat assessment team in place and meets regularly to assess students with abnormal or concerning behaviors.

Bullying, Cyberbullying, Harassment, Sexual Harassment, Child Abuse and Hazing are not acceptable or tolerated at TCSC. All TCSC staff members are trained at recognizing such behaviors and how to report incidents to the appropriate administrator (*Board Policies 1622, 3362, 5517, 5517.01, 5516 8462*). It is also known that all staff members are mandatory reporters and that if they fail to act, there are repercussions at the corporation and criminal level.

TCSC also has established a safety team in each individual building within the corporation. These teams may be composed of building administrators, school resource officers, corporation safety coordinator, mental health professionals, teachers and other staff members. The corporation also has established a corporation safety team as required by 10-21-1-10(c)(2)(F). The corporation safety team is as follows:

TCSC CORPORATION SAFETY TEAM 2026-2027

Superintendent	Scott Jaworski
Assistant Superintendent	Ryan Glaze
School Resource Officer	Jeff Stout
TCSC Facilities	Eric Johnson
TCSC Facilities	Dan Benefiel
TCSC Transportation	Laurie Crawford
TCSC Nurse Coordinator	Susie Ragan-Walsh
TCSC Counselor Representative	Telisha Glassburn
Tipton High School Administrator TCSC Safety Director	Tom Lyday
Tipton Middle School Administrator	Cliff Hackman
Tipton Elementary Administrator	Sara Wiggington
Tipton High School Teacher Rep	Michael Vittorio
Tipton Middle School Teacher Rep	Martha Burris
Tipton Elementary School Teacher Rep	Jeff Walker
School Board Representative	Kim Fague
IU Health Representative	Tyler Pearce

ANNUAL AND ONGOING TRAINING FOR STAFF AND STUDENTS

TCSC conducts annual and ongoing training for both staff and students on school safety and mental/emotional health issues. These training may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county, and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident evaluations of these drills. Indiana House Bill 1104 provides that a school safety plan developed by a school corporation or charter school must establish an armed intruder drill protocol. It also requires safe school committees to develop a policy that considers the effect of armed intruder drills on the safety and mental health of students, faculty, and staff. Alternate drill options will be available for those with sensory or emotional issues to normal drill operations.

TCSC conducts emergency preparedness drills, which are mandated by the Indiana Department of Education and Indiana Code 20-34-3-20. TCSC also conducts additional emergency preparedness drills as needed. The state mandates pertaining to emergency preparedness drills are as follows:

1. One (1) tornado preparedness drill per semester
 2. One (1) man made occurrence disaster drill per semester
(one man-made disaster drill must be an active shooter drill, within 90 days after the beginning of the school year)
 3. Monthly fire drills (first to be completed with 10 school days of school starting)
-

STAFF ROLES AND RESPONSIBILITIES DURING EMERGENCIES

In general, **the first obligation of all staff is the safety of our children**; therefore these guidelines are meant to provide suggestions for “how to proceed” before and/or during very difficult emergency circumstances which demand a high degree of attention to safety.

During a disaster, crisis, or other emergency it is possible that circumstances will dictate additional or different or unforeseen responsibilities for school staff. Staff should take whatever action is necessary, given these circumstances, to meet our first obligation.

The dedicated, professional behavior of all staff during an emergency is the bedrock of these guidelines. This professionalism is deeply appreciated. Should any of the circumstances described in this Emergency Folder ever arise, our professionalism will allow us to provide what is best for our children despite very difficult and trying developments.

BUILDING ADMINISTRATION ADVANCE PLANNING STRATEGIES

- Ensure that all staff are briefed about Emergencies/Disasters/Drills with the start of each new school year.
- Conduct Safety Drills regularly (such as monthly fire drills, semester earthquake and tornado drills, and quarterly active intruder drills)
- Establish “Safety Zones” outside the building where students/staff can gather during evacuations.
- Review both the school district and school’s specific Emergency Guidelines.
- Ensure that all staff understands their responsibilities during any Emergency
- Special attention should be given to the responsibilities of the Administrative Team, Secretaries, Custodians, and Nurses.
- Set up appropriate plans and unique emergency procedures as needed to accommodate students with disabilities or other special needs in the school.
- Plans should be submitted to the Lead Teacher of Special Education for Corporation. Plans should be submitted to the District School Safety Specialist or School
- Designate locations for students to go in the aftermath of an emergency.
- Set up a “check out” system using the guidelines in this document.
- Designate “treatment center” area(s).
 - The school nurse(s) will assist in these designations.
 - Supervision of treatment areas shall be the responsibility of the school nurse(s).
 - Treatment areas will be available to any emergency personnel assisting with the emergency.
- Establish a room or location where the media representatives are to be directed in the event of an emergency. (This location will be **determined with the emergency management team.**)
- The superintendent or his designee shall be responsible for maintaining communication with the media personnel.

- Work closely with local emergency services to carry out various drills and to make plans for all drills and possible emergency situations.
 - Call appropriate Administrative Offices when practicing for any type of drill.
 - Call appropriate emergency agencies when practicing any type of drill.
 - Notification to these people when a drill is being conducted will prevent any “concern” calls from non-school person(s) who might see students outside of a building during the drill.
 - A map of the school building should be available at all times with room numbers/names displayed on it.

ROLES AND RESPONSIBILITIES

Superintendent/Asst Superintendent /Principal/Asst Principal Responsibilities

- Implement the Emergency Guidelines depending on the disaster or emergency that arises.
- Maintain thorough communication links within the school and with outside agencies and personnel.
- Make sure to notify Emergency personnel (school resource officer or 9-1-1) through a phone call or radio
- Make sure to notify the Superintendent of Schools Office by radio, interschool phone at 3310, or 765-675-2147.

When an emergency requires an evacuation:

- Oversee the evacuation to make sure all have left the building.
- Ensure proper personnel are notified should injuries occur and make sure they are treated.
- Make sure that the “emergency Treatment Center” is operational even if it has to be moved because of the disaster/emergency.
- Make sure that staff and students are directed to the proper “Safety Zone” during the evacuation.
- Make sure that everyone cooperates with the Police and Emergency Personnel’s instructions during the disaster/emergency.
- Provide a steady flow of information for the Superintendent of Schools or their designee.
 - When they arrive on site.
 - By phone if they cannot come to the site because of other issues.

Secretarial Team Responsibilities

Secretaries should have a role in assisting the building Administrator during a disaster/emergency.

They should take an active role in:

- Communications by manning the phones, manning the radio, or the school intercom system.
- Alert appropriate agencies and school district personnel assigned to them for

emergencies.

- Provide information and assistance to those instructed to by the building Administrator to:
 - Central Office and Maintenance personnel.
 - Custodial personnel on duty.
 - Faculty and staff.
 - Medical and enrollment information to proper school officials or emergency personnel.

At the "Safety Zone" / Check Out area:

- Establish an office area that everyone can recognize.
- Assist in implementing the "check-out" procedure for students who are leaving with parents/guardians/adults who come to take them home from the "Safety Zone."
- If the situation does not allow for an immediate establishment of an organized "Safety Zone," assists in signing out students.
- Execute assignments as directed by Administration or Incident Command

Teacher/Substitute Teachers/Student Teacher/Paraeducator Responsibilities

Teachers should be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

Responsibilities may include:

- Supervise students in their charge
- Take steps to ensure the safety of students, staff and other individuals
- Provide appropriate direction to students for the incident type at hand
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate personnel
- Execute assignments as directed by Administration/Incident Command
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary
-

Counselors/Social Worker Responsibilities

Responsibilities may include:

- Take steps to ensure safety of the students, staff and other individuals
- Provide appropriate direction to students for the incident type at hand
- Render first aid or CPR and psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by Administration or Incident Command

School Nurse Responsibilities

The school nurse(s) are the school personnel who should be in charge of injuries and other medical situations during disaster/emergency situations and should:

- Have a plan in place for the process to provide care/first aid for injured students/staff.
- Handle all injuries with the assistance of school personnel as needed.
- Work with emergency medical personnel to provide support and/or assistance to take care of injuries.
- Maintain a "Treatment Center" so that faculty and staff along with other school personnel know where to send injured persons who are able to get there.
 - This center could be at the "Safety Zone", designated "Evacuation Site", or if the situation dictates - any place where injuries can be handled until a specific area can be set up.
- For emergencies should have adequate supplies.
 - Have a "Disaster First Aid Pack(s)" or "Emergency Carts" that can be taken to the far corners of the school building or off site.
- Review the school and corporation emergency plan (annually) and make suggestions when they feel certain things should be reviewed or changed.
- Execute assignments as directed by Administration or Incident Command

Custodian / Maintenance Responsibilities

The custodian(s) and/or maintenance on duty in the building should follow instructions from the building Administrator or their designee during a disaster/emergency, and take care of the following:

- Survey and report building damage to the Administration or Incident Command
- Control main shut off valves for gas, electricity, water, HVAC (and contact the HVAC coordinator) as needed
- Maintain utilities and building systems under the direction of the Maintenance Department, the building Principal, or emergency personnel.
- Maintain communication with school corporation and building personnel either by radio or cell phone. Being sure to stay off of the radio unless it is important to the emergency.
- Provide support and assist the needs of staff and students when not performing other duties related to the emergency.
- Cooperate with Police, Rescue Officials, and other emergency personnel.
- Execute assignments as directed by Administration or Incident Command

When the disaster/emergency is over assist:

- Recommend a plan/process for resuming normal school operations.
- Work with emergency personnel, maintenance personnel, and building principals to get back to normal school operations as quickly as possible.

Food Service Team Responsibilities

The Corporation Food Service Director and the School Site Manager are considered the team leaders for the Food Service Provider in our school corporation and should:

- They should have a plan in place for food preparation/distribution depending on the type of emergency where food service may be needed.

The food preparation/distribution plan should have:

- A plan for the possibility that one or all of our schools may become an Evacuation Site for some other facilities in the community. This would mean a need to feed extra people other than the normal amount of meals they prepare during a "normal" day.
- Make sure proper communication is made/kept with the building Principal and Custodial staff to put in motion or keep in motion food service as needed according to the emergency.

If food service is NOT needed during a disaster/emergency:

- Establish communication to the office that food service personnel are available to assist.
- Be sure that food service personnel get to where they are needed when requested for help.

If damage occurs to the food service area:

- Assess damage and/or loss to equipment/freezer/refrigerator/food storage area(s) and the kitchen/dining room.
- Report this information and the operational status of the food service area to the building administrator.

School Resource Officer Responsibilities

The school resource officer (SRO) shall perform regular law enforcement duties as determined by the City of Tipton's Chief of Police or the Chief's designee.

Specific duties of the SRO shall be determined by the Police Department with input from TCSC. TCSC schools may slightly adjust SRO duties based on the school's specific needs.

Duties of the SRO may generally include, but not be limited to the following:

- Provide overall security and safety of facility during the emergency
- Assist with all emergencies and assist building administrators with information and responding to the crisis per school plans and training.
- Assist administration with the implementation of the Emergency Guidelines depending on the disaster or emergency that arises.
- Be the liaison between school or corporation administration and other first responders.
- Stop any threats of violence as needed.
- Assist in assessment of safety during/after an emergency

Responding to emergency law enforcement activities which may include:

- making arrests
- conducting search and seizure of person or property using a probable cause standard or reasonable suspicion test(whichever is appropriate)
- carry a firearm on or about school property

- exercising other police powers with respect to enforcement of Indiana law

Bus Drivers Responsibilities

- Supervise the care of the students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by Administration or Incident Command

Student Responsibilities

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by faculty and staff
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. "See Something, Say Something")
- Develop an awareness of the high priority threats/hazard and how to take measures to protect against and mitigate those threats/hazards

Parents/Guardian Responsibilities

- Encourage and support school safety, violence prevention and incident preparedness programs within the school
 - Participate in volunteer service projects for promoting school incident preparedness
 - Provide school with the requested information concerning the incident, early/late dismissals and other related release information
 - Listen to and follow directions as provided by the school corporation
-

FUNCTIONAL PROTOCOLS

Functional protocols form the corporation-wide core responses to incidents in the emergency and crisis response plan. These are written action steps that are implemented when a crisis situation calls for specific procedures.

The difference between a functional protocol and an incident specific procedure is that a single function protocol may be included in one or more specific emergencies. For example, a school shooter incident could initially result in a lockdown, and then an off campus relocation, reunification and a crisis intervention (counseling/post trauma stress debriefing).

EVACUATION /RELOCATION PROCEDURES

Evacuation Procedures are used when conditions are safer outside the building than inside the building.

Evacuation routes should be specified according to the type of emergency:

When implementing EVACUATION procedures:

Building Administrators

- Determine evacuation routes based on location and type of emergency
- Announce evacuation (PA system and/or Emergency Alert Application)
- Notify SRO
- Specify if any changes in evacuation routes based on location and type of emergency
- Announce "all clear" signal once it is safe to re-enter building (PA System or Emergency Alert Application)

Staff

- take their emergency bag, grade book, class lists and writing utensil from your classroom/office
- Turn OFF lights
- Exit the room quietly and in an orderly fashion
- Close the classroom door as you exit
- Take closest and safest way out as posted or announced
- Use secondary route if primary route is blocked or hazardous
- Assist those needing special assistance
- Do not stop for student or staff belongings

When outside the building

- Check for injuries
- Account for all students by taking attendance
- Immediately report any missing, extra or injured students/staff to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions

When implementing EVACUATION and RELOCATION procedures:

Building Administrators

- Determine whether students and staff should be evacuated to a relocation center
- Alert all corporation administration of emergency type and evacuation
- Notify relocation center
- Coordinate transportation
- Announce evacuation (PA system and/or Emergency Alert Application)
- Specify if any changes in evacuation routes based on location and type of emergency
- Implement reunification procedures at relocation/reunification site
- Oversee documentation of all students released to parent/emergency contact (POWERSCHOOL emergency contacts)

Staff

- take their emergency bag, grade book, class lists and writing utensil from your classroom/office
- Turn OFF lights
- Exit the room quietly and in an orderly fashion
- Close the classroom door as you exit
- Take closest and safest way out as posted or announced
- Use secondary route if primary route is blocked or hazardous
- Assist those needing special assistance
- Do not stop for student or staff belongings

When outside the building

- Check for injuries
- Account for all students by taking attendance
- Immediately report any missing, extra or injured students/staff to building administration or incident command
- Continue to contain and maintain students
- Wait for additional instructions
- Assist students/staff to relocation points
- Assist with reunification processes when needed

Emergency EVACUATION plan for INDIVIDUALS with DISABILITIES

Assisting with the visually impaired:

- Offer to assist impaired person to a safe location.
- NEVER grab a visually impaired person's arm. Ask them to hold your arm or elbow as you make your way to the nearest exit.
- Give verbal instructions or information as needed

Assisting with the hearing impaired:

- Get the attention of the person with a hearing impairment by touch and eye contact, and alert them that an emergency exists.
- Have written notes ready (if appropriate) which explain the existence and nature of the emergency.
- Offer gestures to provide information and instruction.

Assisting with the mobility impaired:

- Most mobility impaired persons (if on ground level) will be able to exit safely without assistance.
- When mobility impaired persons are located in portions or levels without an accessible exit, assist the person as directed to the nearest Area of Rescue Assistance
- If necessary and able, carry the mobility impaired person to a safe zone.

Areas of Rescue Assistance (Prior to Emergency)

Each level of the building above or below the ground level need an AREA OF RESCUE ASSISTANCE identified.

- Contact Fire/EMS officials and Safety Unit to assist in inspecting the facility to determine which building exits are accessible.
- If all exits are not accessible, update posted floor plan diagrams that identify emergency routes to include accessible routes to the nearest accessible exits.
- Designate back-up or secondary AREAS OF RESCUE ASSISTANCE in the event that the emergency renders the first area unavailable.
- Post signs to identify each AREA OF RESCUE ASSISTANCE with your building. (Post additional signs visible from the outside of your building to enable emergency responders to quickly locate these areas.)

- Identify students and employees with disabilities assigned to your faculty. (Note type of impairment and the level of assistance required to safely evacuate the building.
- Complete a list of all students and employees with disabilities that might affect their ability to evacuate safely.
- Develop a master schedule showing location(s) of those disabled students and employees who require evacuation assistance.

REVERSE EVACUATION – “SECURE”

Reverse evacuation procedures are implemented when conditions inside the building are safer than outside.

Reverse evacuation procedures are often implemented in combination with other procedures (i.e lockdown, shelter) in order to ensure the safety of students and staff who are outside the building.

When implementing REVERSE EVACUATION procedures:

Building Administrators

- Make an announcement or use emergency alert application
- Notify SRO
- Direct staff to physically notify any classes that may be too far away from building to hear announcement
- Monitor situation
- Provide staff with any updates or additional instructions
- Announce “all clear” when emergency has ceased

Staff

- Move all students and staff inside as quickly as possible
- Assist those needing additional assistance
- Take attendance
- Report any missing, extra or injured students to building administration
- Wait for further instructions

LOCKDOWN

Lockdown Procedures are used to protect building occupants from potential dangers in the building (i.e. threats, intruders) or external threats that may enter the building.

When implementing LOCKDOWN procedures:

Building Administrators

- Announce lockdown (PA system and/or the E3 Emergency Alert Application)
- Repeat announcement several times
- Be direct NO CODES
- Notify SRO and/or 911
- Direct all students, staff and visitors to the nearest classroom or secured space
- Classes outside building SHOULD NOT enter building
- Move outside classrooms to evacuation/relocation site
- Announce “all clear” when threat has ceased as authorized by law enforcement

Staff

- Clear all students, staff and visitors from hallways immediately
- Report to nearest classroom
- Assist those with accommodations
- Shut out lights
- Move everyone out of sight of door
- Maintain silence
- DO NOT open door for any reason
- Prepare to evade and defend
- Wait until further instructions

HOLD

HOLD procedures are implemented when the conditions are safer inside the classroom than outside the classroom.

When implementing HOLD procedures:

Building Administrators

- Announce hold procedures (PA system and/or the E3 Emergency Alert Application)
- Direct all students, staff and visitors into the nearest classroom
- Announce “all clear” when emergency has ceased

Staff

- Clear all students, staff and visitors from hallways immediately
- Report to nearest classroom
- Assist those with accommodations
- Account for all students and adults
- ***Do business as usual within the classroom***
- Wait until further instructions

SECURE

SECURE procedures are implemented when a threat outside the building or there are non-threatening circumstances that people need to be kept away from (i.e. criminal activity in close proximity)

When implementing **SECURE** procedures:

Building Administrators

- Announce secure procedures (PA system and/or the E3 Emergency Alert Application)
- Bring people inside building
- Check all exterior doors
- Increase situation awareness
- Limit or cease all entry and exit to and from the building
- Announce “all clear” when emergency has ceased

Staff

- Account for all students and adults
- Increase situational awareness
- ***Do business as usual within the building***
- Wait until further instructions

SHELTER

Sheltering is used when evacuation would put people at risk (i.e. environmental hazard, block evacuation route). Sheltering provides refuge for students, staff and public inside the building during an emergency. Shelters are located in areas of the building that maximize the safety of the people within.

When implementing **SHELTER** procedures:

Building Administrators

- Announce shelter procedures (PA system and/or the E3 Emergency Alert Application)
- Students and staff must go to shelter areas
- Check all exterior doors and windows
- Turn off HVAC systems (if appropriate)
- Monitor situation

- Provide updates and instructions as available
- Announce “all clear” when emergency has ceased

Staff

- Clear halls of students and staff and report to designated shelter area or nearest classroom
- Assist those with special needs
- Take emergency go-bag and class roster
- Take attendance and report any missing students to building administrators
- Do not allow anyone to leave shelter area or classroom
- If there appears to be air contamination within the shelter area, report to building administrators

REUNIFICATION/RELEASE

Reunification procedures will be followed when an emergency has made it unsafe for students and staff to remain on school grounds. The purpose of reunification is to ensure student safety and reunite parents and students following a disaster.

Onsite Reunification

- Account for all students and staff
- Use grade book, class list, POWERSCHOOL, or bus list to match students with you. (Use Emergency Bags which contain all information needed)
- Document all students who have received any type of injury.
- ***Students should not be allowed to leave the reunification location until directed by school administration.***
- Students should only leave with an adult person (Parent/Guardian/ Emergency contact) that is in the POWERSCHOOL database.
- **Identification of parent/guardian is required for pick up of students.**
- Release of students needs to be documented.

Offsite Reunification

- Account for all students and staff
- Use grade book, class list, POWERSCHOOL, or bus list to match students with you. (Use Emergency Bags which contain all information needed)
- Staff should remain calm and help students load buses from the transportation facility.
- Upon arrival at relocation site, students should sit in designated areas with their homeroom/advisory teachers (some staff may be removed for other job responsibilities)

- Take attendance and give notification of all clear (**GREEN** sign) or need assistance (**RED** sign) or use the E3 Emergency Response Application.
- Document all students who have received any type of injury.
- ***Students should not be allowed to leave the reunification location until directed by school administration***
- Students should only leave with an adult person (Parent/Guardian/ Emergency contact) that is in the POWERSCHOOL database.
- **Identification of parent/guardian is required for pick up of students.**
- The reunification site form will be used to document student pick-up

SCHOOL RELOCATION AREAS

Internal Building Relocation Areas

Tipton Elementary School

- Pre-K, Kindergarten, 1st Grade, Third Grade, and Corporation Office (**to Elementary Gym**)
- Second Grade, Fourth Grade and Fifth Grade (**to Elementary Cafeteria**)

If these areas are contaminated or unsafe, the Middle School Gym and Cafeteria will be used.

Tipton Middle School

- West Hallway, and North Hallway (**to Middle School Cafeteria**)
- Interior Hallways, East Hallway, Band/Choir, and Tech Hallway (**to Middle School Gym**)
- Interior Hallways (**to Middle School Gym**)

If these areas are contaminated or unsafe, the High School auxiliary gym should be used.

Tipton High School

- West, North and Ag Hallway, Cafeteria, Main Office (**to Main Gym**)
- First and Second Floor Main Hallway, Auditorium, and Band/Choir (**to Auxiliary Gym**)

If these areas are contaminated or unsafe, the Middle School gym and cafeteria should be used.

Outside Building Relocation Areas

Tipton Elementary School

- South elementary school parking lot
- West staff parking lot
- East parking lot (near nature center)
- TCSC Transportation Facility

Tipton Middle School

- West staff parking lot
- East parking lot (near nature center/practice football field)
- South Elementary lot (entire school relocation if unstructured time)
- TCSC Transportation Facility
-

Tipton High School

- North high school parking lot
- West visitor parking lot
- East parking lot (near baseball field)
- Athletic Complex
- Athletic Complex (entire school relocation if unstructured time)
- TCSC Transportation Facility

Off-site Relocation Areas

Tipton Elementary School

- Rock Prairie Church

Tipton Middle School

- Heartland Church (Gym)

Tipton High School

- Heartland Church (Sanctuary)
-

EMERGENCY PROCEDURES

If an emergency arises, be sure to do the following:

- Contact school office, school resource officer, use the district provided emergency alert application, and/or 911 of the incident
- Be prepared to react to instructions from law enforcement or school administration; keep phone lines CLEAR.
- Utilize best judgment based on the facts you know
- School personnel should follow chain of command
- Reassure students; your calm approach will help students follow instructions that could save lives during an emergency
- Follow leadership and direction from first responders as they arrive on scene

ASSAULT (Physical or Sexual)

Physical Assault is considered to be an intentional act of hitting, pushing, sexual assault/attack, scratching, biting, hitting, or any other such physical contact engaged in, by, or directed toward another student, staff or visitor to the building, which results or is intended to result in death, physical injury, or mental/emotional damage.

Staff (Initially confronted with situation)

- Notify building administrators
- Ensure safety of students and staff first
- Work as a team in response
- Defuse the situation, if possible, before it escalates (without putting yourself in harm's way)
- Disperse on-lookers and keep others from congregating
- Ensure first-aid is rendered to all parties
- Do not leave the victim alone
- Seal off where the assault took place (if necessary)
- Identify suspect(s)/offenders(s)
- Identify witness(es)
- Document all activities

Building Administrators (or designee)

- Notify SRO and/or 911 (if necessary)
- Consider LOCKDOWN or HOLD procedures
- Notify superintendent or assistant superintendent, and/or Department of Child Services (if needed)
- Notify school nurse/EMS if victim has physical injury causing substantial pain or impairment of physical condition, or incident involving sexual assault.
- Contact parents/guardians of students involved.

- Document all activities
 - Ask victim(s) and witness(es) for their account of the incident.
(Seek school resource officer/police for assistance if necessary).
- Assess counseling needs of victim(s) and witness(es)
- Review suspect/offender information with school resource officer/police
 - Compile list of suspect(s)/offender(s)
 - Compile reasons considered as suspect(s)/offender(s)
 - Compile address, phone number, etc.. of suspect(s)/ offender(s)
 - Compile description of suspect(s)

All school personnel involved in any way with the incident should be ready for debriefing review with the administration and police.

BOMB THREAT

All bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing bomb threats. The decision to evacuate rest on the school, not emergency responders, **UNLESS** a device is located.

Upon receiving a bomb threat:

Call Taker

- Notify building administrator and/or SRO immediately
- Listen very carefully to the caller's voice and any background noises.
- Write down exactly (to the best of your ability) what is said.
- If possible, ask questions while trying to be conversational with the caller.
 - When is the bomb going to explode?
 - What does the bomb look like?
 - Where is the bomb located in the building?
 - Why is the bomb placed in the building?
 - Who placed the bomb?
- Complete the "Bomb Threat Report" located in [Appendix 6](#)

Building Administrators

- Notify SRO/911
- Notify Superintendent and/or Superintendent
- Assess threat via information received
- Determine credibility of threat
- The building administrator and school resource officer will conduct a preliminary search of the building.
- The corporation administration will determine the next steps
- Document all actions by staff

Staff

- Implement appropriate procedures (HOLD, SECURE, LOCKDOWN, EVACUATION)
- Scan classroom or assigned areas for suspicious items
- DO NOT TOUCH any suspicious devices, packages, etc... If located, notify administrators and/or SRO

DO's and DONT"s

- **DO NOT** pull the fire alarm
- **DO NOT** use cell phones during the search
- **DO NOT** touch any packages or items that appear suspicious during a search
- Leave the package and note the location and inform law enforcement
- Use evacuation procedures if warranted

An example of a "Bomb Threat Report" is located in [Appendix 7](#).

CIVIL DISORDER

Civil disorder and/or demonstrations on school property could be deemed as trespassing (once asked to leave). They may happen inside or outside the school, or nearby.

If near school, but not on school property:

Staff

- Notify building administrators

Building Administrators

- Notify superintendent and/or assistant superintendent
- Determine the level of threat to the students and staff
- Notify and consult with SRO/law enforcement in developing a plan of action
- Monitor situation and make decisions based on developing information
- Notify staff if warranted

If situation is inside or on school property:

Staff

- Notify Building administrators

- Maintain staff and student safety

Building Administrators

- Notify superintendent and/or assistant superintendent
- Determine the level of threat to the students and staff
- Notify and consult with SRO/law enforcement in developing a plan of action
- Identify who asks the demonstrators to leave
- Notify building staff (when necessary)
- Isolate the immediate area
- Consider LOCKDOWN, EVACUATION, HOLD, SECURE procedures
- Monitor situation and make decisions based on developing information

DEATH OR SERIOUS INJURY ON CAMPUS

Incidents that include serious injury or death may occur on school property. They may happen inside or outside the school.

If a serious injury or death occur, please do the following:

Staff

- Contact office, building administrator, and/or SRO
- Use phone in classroom or cell phone to call office (send reliable student to get assistance of student isn't available)
- Disperse on-lookers and keep others from congregating
- Ensure first-aid is rendered (if needed)
- Do not leave the victim(s) alone
- Do not move victim(s) unless location is potentially hazardous
- Seal off area
- Document all activities

Building Administrators

- Notify SRO/law enforcement and 911 to report incident
- Notify superintendent and/or assistant superintendent
- Report to scene and take control of incident
- Isolate the location and do not allow unnecessary people
- Obtain information from possible witnesses who were present
- Relinquish command to first responders on scene (if necessary)
- Notify parents of victim(s) of incident

As soon it is appropriate and possible after incident:

- Convene a faculty meeting to debrief crisis
- Send communication to TCSC families explaining the crisis and what actions have been taken
- Follow up with families of victim(s) as they are crucial

FIRE/EXPLOSION

Smoke is as dangerous as fire. Most fire deaths are due to smoke inhalation.

In the event of a fire or smoke:

Staff

- Activate fire alarm and notify building administrators
- EVACUATE students and other staff to designated areas
- Take emergency bag, grade book, class lists and writing utensil from your classroom/office
- Close classroom windows and doors.
- Proceed to the nearest exit, clearing the hallway as you go (See Evacuation Procedures)
- NO TALKING: Silence will allow everyone to hear emergency instructions.
- Once out of the building, move away from the building, past parking lots, and proceed to the designated location
- Teachers take attendance and notify administrator of any absent or injured students/staff
- All staff and students will remain in their designated area until additional information is announced.

Building Administrators

- Call 911 and notify first responders
- Notify SRO
- Provide exact location of smoke or fire (if known)
- Assist with EVACUATION of students (if needed)
- Determine if students need to be relocated to designated relocation areas
- Give "all clear" when emergency ceases and it is safe to re-enter the building

For drills: the administration will signal the drill is complete and return to the building. Once back in the building, the teacher should take attendance again.

HOSTAGE/KIDNAPPING

If the hostage-taker/kidnapper is unaware of your presence, DO NOT attract attention

In the event of a hostage situation and you are taken hostage:

- Cooperate with hashtag-taker to the fullest extent possible
- STAY CALM, try not to panic; calm students if they are present
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

If you witness a hostage situation:

Staff

- DO NOT put yourself in harms way
- DO NOT PANIC. STAY ALERT
- Notify building administrators and SRO immediately
- Implement proper procedures (EVACUATION, SECURE, HOLD, LOCKDOWN)
- Wait for further instructions

Building Administrators

- Notify SRO
- Isolate area from all staff and students (if safe and possible)
- Initiate LOCKDOWN, HOLD, SECURE, EVACUATION procedures
- Assist law enforcement with evacuating students (if necessary)
- As soon as possible and safe, assign staff member to the front of building warning visitors of the danger
- When law enforcement arrives on scene, the will take control
- Continue to coordinate with law enforcement for the safety and welfare of student and staff
- Document all activities

If you do not have a class or other obligation with student:

- Remain out of sight but stay in proximity of hostage area so you can prevent others from wandering into the situation.
- When an Intruder/Emergency is called, remain in the area and continue to observe until emergency personnel relieve you.
- Use evacuation procedures if warranted.

If a hostage situation occurs in your classroom or your supervision area:

- Remain calm.
- Create confusion for hostage takers (talk, yell, and create distractions)
- Attempt to signal class to evacuate or use counter measures
- Make Mental Notes for:
 - Students who are absent from class
 - Students in other areas of the school
 - Chronology of events during the crisis situation
- POLICE NEGOTIATOR will make contact at some point during the crisis
 - TRUST them completely
 - FOLLOW their instructions to the letter

All school personnel involved in any way with the incident should be ready for a debriefing review with Administration and Police

INTRUDER/THREATS OF VIOLENCE

An intruder may be either well or ill-intentioned. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

If a threat of violence or intruder crisis occurs within a school building we utilize the **A.L.I.C.E.** protocols. (**A**lert, **L**ockdown, **I**nforn, **C**ounter, **E**vacuate) Full account of the **A.L.I.C.E** protocols can be found in [Appendix 5](#) of this plan. If the threat of violence is outside the school building, all exterior doors should be secured and class continues.

If **threat of violence or intruder** is announced:

- If you see or hear something, call for help (office, school resource officer, 911, etc.) and use best judgment and present facts to help guide your decisions.
- Use best judgment and decide to evacuate, lockdown, barricade, counter.
- Evacuate to designated areas if safe. (**Use Evacuation Procedures**)
- If not safe, lockdown. Behind a locked door, occupants of the room should move to be away from line-of-sight with lights off
- Barricade if you feel like you cannot evacuate safely.
- Prepare for counter (throw items, tackle with multiple people, secure the weapon under trash can, etc...)
- If students are still in hallway, bring as many inside classroom (even if not in your class)
- **Inform students/staff that a threat of violence/intruder emergency is underway (by using E3 safety application or calling office)**
- Reassure students that things are under control
- Keep students away from doors and windows, and off phone

- Answer questions and let students know their cooperation and patience will make a positive difference in the situation
- No one enters or leaves the classroom

MAN-MADE DISASTER / SYSTEMS FAILURE

In the event that a man-made disaster (chemical/nuclear contamination, air contamination, etc...) occurs *inside* the school building:

Some of the immediate precautions that need taken immediately are:

- Notify building office and maintenance once detected.
- Once procedures begin, the fire/police/emergency management/Tipton County Health Department, and Tipton IU Health should be notified.
- HVAC should be monitored and shut-off as quick as possible (if warranted).
- Do NOT panic in front of students.
- Take the classroom emergency bag, class rosters, etc...
- Take attendance immediately.
- Anticipate evacuation when told to do so (if warranted).
- Follow instructions given over the school public address system.
- Once everyone has been moved from the situation to a safe area the total situation will be evaluated by the different local or state emergency response agencies.

Once a situation happens, the fire/police/emergency management services are in charge and following their Instructions and directives will be critical.

In the event of a system failure (air, water, electrical, etc...) occurs *inside* the school building:

Some of the immediate precautions that need to be taken immediately upon discovery of an air, electrical, water or other system failure are:

- Notify the building administrator immediately.
- Building administrator will notify the maintenance department.
- Maintenance department and the Corporation Office will evaluate the problem and make a decision to cease building as appropriate.

Water Supply Contamination or Failure

- An announcement will be made via the PA system.
- No water should be consumed for any reason from the buildings' water supply.
- If water can not be restored follow instructions from the Corporation Office.
- Evacuation procedures may be initiated if necessary.

Air Supply Contamination or Failure

- An announcement will be made via PA system
- Fire drill procedures will be initiated.

MEDICAL EMERGENCY

In the event that a medical emergency occurs in or outside the school building, all need to take action and protect students and staff.

If at any time during a medical response it is determined appropriate to seek outside medical support, **immediately dial 9-1-1** and request an ambulance.

A medical emergency is a result of a major illness or injury to an individual and can vary in severity from life threatening to merely causing the victim discomfort or pain. Such emergencies require school officials to have a carefully tested, medically approved plan of action. The following is a non-inclusive list of some common medical emergencies that could take place in the school setting.

Allergic Reaction	Choking	Head Injury
Communicable Illness	Respiratory Arrest	Bleeding
Diabetic Shock	Seizures	Broken Bone(s)
Electric Shock	School Bus Accident/Fire	Burns
Chest Pain	Toxic Exposure	

In each case, the guiding principles are to provide appropriate emergency care until authorized medical or parental care is available. Appropriate first aid and CPR by trained employees can save lives. It also provides comfort to the victim until authorized medical treatment is provided or placed in the care of the parent/guardian.

A list of all students and staff having special medical problems (allergies, diabetes, epilepsy, etc...) should be kept on file in the nurse's office. Relevant medical information is maintained within the POWERSCHOOL software program.

Response

- Immediately contact the school nurse and provide the following information
 - Number and location of victim(s)
 - Nature of injury or illness

- Hazards involved
- Nearest entrance (emergency access point)
- Call 911 if necessary.
- School nurse will assess the need for further assistance
- Protect the ill or injured from further injury
- Notify building administrator
- Building administrator will contact the parent/guardian.

Chest Pain

- Immediately contact school nurse and/or building administrator
- If trained in CPR, assess ABC's
- Call 911
- Begin CPR if necessary

Seizures

- Immediately contact school nurse and/or building administrator
- Ease person to the floor while not allowing head to hit the floor
- Turn person on to one side to keep airway open
- Clear area around the person of anything hard or sharp (desks, chairs, etc..)
- If possible place something soft under their head
- Loosen clothing around the person's neck to assist in breathing
- DO NOT put anything in their mouth.
- Time the seizure **Call 9-1-1 if seizure lasts more than 5 minutes**
- After seizure, assess for breathing and/or injury

Medical Shock

- Immediately contact school nurse and/or building administrator
- Check for responsiveness (Ask, "Are you OK?") Assess breathing
- DO NOT move individual unless they are in danger
- Bleeding profusely? (Check for bracelet or necklace)
- Lay and maintain person in a flat position. Loosen clothing around neck and waist
- DO NOT provide with food or drink

NATURAL DISASTER EMERGENCY

Should a **NATURAL DISASTER** occur during school hours or other school usage times, the follow should take place:

Tornado

- Staff and students will be alerted by the school's PA system.
- Staff members should take their first aid bag, class list folder, gradebook, and writing utensil.
- Staff should lead students to pre-designated Tornado Safety areas (classroom / hallway / locker rooms) as posted in classrooms
- Ensure students in your care, to take proper positions.
- Keep students quiet as possible, and wait for instructions
- **If the school is damaged severely, use evacuation procedures to safe Location.**

Earthquake

- Staff and students will be alerted by the school's PA system.
- Tell students to take cover under their desk or table.
- No one should be positioned close to windows, shelving or any other heavy object.
- If outside, stay away from power lines and buildings and keep students seated.
- **Once the earthquake ends, use the fire drill procedures and evacuation procedures.**

Extreme Heat

- Keep students hydrated
- Keep Students in air conditioning whenever possible
- Avoid any excessive physical activity
- Keep everyone out of the sun and in a shaded area
- Any signs of heat related illness should be referred to the school nurse

Flooding

- If potential flooding should occur follow the instruction from the corporation office

SCHOOL BUS ACCIDENT/EMERGENCY

In the event that a school bus accident/incident occur, the following should take place:

- Work with bus driver(s) to evacuate bus if necessary
- If evacuation is NOT required, keep students CALM and remain on bus until emergency workers/other transportation arrive on scene.
- **If there is a danger of fire/explosion, evacuate the bus immediately.**
- Communicate with the TCSC transportation department and/or 911.
- Report injuries and student names. **(If a student is sent to hospital: be sure to document where they are sent.)**
- Keep written information regarding the accident/incident. (Chronology of incident)
- If applicable, let Police/First Responders deal with the driver of the other vehicle.
- DO NOT comment to the media or any other entity other than first responders.
(Refer all inquiries to the Superintendent's Office.)

WEAPON ON SCHOOL PROPERTY

Student access to weapons creates significant risk within a school environment. Early intervention may reduce or eliminate escalation of the incident.

Classroom

- Take all talk of guns/weapons or impending use of guns/weapons in or on school property seriously.
- Immediately report to school resource officer and/or administrator when made aware that a weapon is potentially in the building.
- If a weapon is mentioned to be in the building, DO NOT investigate. Immediately call the school resource officer and/or main school office.)
 - *DO NOT enlist help from a student to notify administration (Adults Only)*
- If you can call for help, DO NOT leave the classroom.
- Contact a neighboring teacher or call for the administrator to come to your door for direct communication.
 - CONFIDENTIALLY tell your co-worker that you suspect a student has a gun/weapon in class.
 - Give name of student who is suspected in possession
 - Ask co-worker to inform office of the incident.
- Continue your class and lesson as normal. Administration and school resource officer should arrive in a short amount of time.

If a gun is displayed, remain calm and help students stay calm. Talk to the student/intruder and try to distract and disorient. Signal class for evacuation or counter measures if possible.

Hallway

- If a student is seen with a gun in the hallway, initiate lockdown and follow ALICE procedures
- Notify school resource officer and continue with lockdown procedures

Locker

- DO NOT leave the locker.
- Contact school resource officer and/or administrator.
- Wait for assistance from the school resource officer and/or administrator.

STUDENT/STAFF SUICIDE

Writing or talking or even hinting about suicide must be taken seriously. Immediate intervention is essential. Student confidentiality is superseded by the need for student safety.

Administration

- Call faculty and staff members as soon as possible informing them of a special meeting.
- Have teachers inform students in a classroom setting in a frank but sympathetic manner. All students need to receive the information at the same time. Teachers should invite students with troubled reactions to talk and then refer them to the guidance counselor.
- At the special meeting, distribute a memo of appropriate facts. Review memo. Advice as to rumor control. Clarify services offered.
- Avoid any large group announcements. Never announce over the intercom as this could result in mass hysteria.
- Permit no reporters in the classrooms or school. Student contact is only by prior permission from parents.
- Prepare a script for secretaries to read to people who contact the school. Direct secretaries expect a flood of calls and respond to these calls from a script.
- Inform secretaries not to let students leave school unless accompanied by a parent or parent's designee.
- Keep a normal schedule as much as possible.
- Avoid any glamorizing of suicide (including school memorial services, flying flag at half-mast, student assemblies, etc.)
- Convene staff at the end of the day to share, vent, evaluate how the day went to

provide access to support, which will enable students and staff to move forward.

- Convene Crisis Response Team (CRT) and Corporation Safety Team (CST).
- Deal with the Media (Superintendent ONLY)

There are several issues that must be avoided in any statement involving a completed suicide. (the following approaches are harmful and must not appear in any public announcement.)

- Reports on the specific details of the method used.
- Descriptions of suicide as an unexplainable phenomenon, the inevitable result of a crisis of major proportions, or a simplistic solution to a problem.
- Romanticized versions of the reasons for the suicide.

As tragic as the loss may be for the school, a completed suicide may provide the general public with an opportunity to become more aware about youth suicide prevention. Here are several ideas that may be helpful to include when the school spokesperson addresses the press:

- Suicide is the second leading cause of death for young people 15-24.
- Suicide is often the result of poor problem solving skills and impulsive reaction to a personal setback that would have had several less destructive and permanent means for resolution.
- Young people need to be encouraged to discuss their problems with caring adults without their concerns being dismissed as unimportant.
- Adolescents who are thinking about suicide tend to tell their friends or siblings. Unfortunately, their peers often disbelieve them. Peers must be willing to get help for their friends.
- There are several common warning signs of suicidal intentions.
- Suicidal threats and attempts should be taken seriously by parents and help givers; professional help must be sought for them.
- There are resources both within the schools and the community, which are able to assist troubled young people and their families.

Guidance Counselor Responsibilities

- Convene concerned adults in the community (mental health professionals, clergy, etc.) to inform them of the school's response and enlist their help.
- Promptly remove student(s) belonging(s) and return personal effects to the family, as soon as appropriate. Amend student records.
- Provide individualized counseling/outside referrals to students, staff and others who may require it.
- Monitors results of service. Notes critical patterns. Informs teams.
- Coordinates selected clergy and other outside counselors to give support services to distraught or bereaved.
- Secure community social services or medical help when warranted.
- Screen students.
- Conduct group counseling.
- Maintain a counseling center.

- Handle parent calls.

Teachers and Other Staff Responsibilities

- Read the written statement of known facts to your class. Squelch rumors.
- Allow for student reactions or comments, but emphasize only known facts.
- Healthy coping consists of honest acknowledgement of the realities of the situation, open discussion of thoughts, feelings and ways to cope, active listening and caring support.
- If you feel comfortable talking about the situation for a brief time, fine; but do not allow a long classroom discussion to take place.
- Tell the students you will give them more factual information and details about funerals, etc., when that becomes available.
- Try to begin the lesson for the class as soon as it is possible by observing students in obvious distress and sending them to the crisis center that will be set up in the guidance office.
- Outside resource people may or may not be in the building to help, but all students should be sent to the guidance office if they are visibly upset or express that they cannot remain in class.
- Other composed students should escort upset students to the crisis center.
- No student should leave the classroom alone under any circumstances – this includes going to the restroom or nurse.
- You must take care of yourself.
 - Carrying the weight of your own crisis response, monitoring young people in crisis and changing your class plans spontaneously can be extremely stressful.
 - If you need a break from your classroom, or need to talk to a guidance counselor, please let the crisis team know immediately.
- Learn how people function in stressful situations and apply knowledge to yourself and your students.
- The teacher who knows how young people function under stress, how they cope with crisis and grief, and how they heal will be able to facilitate rather than interfere with the natural healing process that resides in all of us.
- Alert a member of the Crisis Response Team (CRT) or Corporation Safety Team (CST) if you have a concern about a particular student and his/her coping behaviors and reactions.

School Nurse Responsibilities

- Coordinates a selected local medical service team that consists of a M.D., nurses, and E.M.T.'s.
- Trains team as to protocol.
- Supervise team when activated; coordinates referrals.

Central Office Personnel Responsibilities

- Keep record of team's activities.
- Be a constant resource in keeping information straight and clear.
- Selects phone team. (secretaries & non-teaching staff)
- From the crisis team's decisions, establish facts to be shared.
- Phone team is to note patterns of community reaction.

School Resource Officer Responsibilities

- Monitors situations as to security issues.
- Advises principal as to possible security options.
- Secures additional help if needed.

Clergy (Organized by Guidance Counselor) Responsibilities

- Coordinates selected clergy to give supportive services to the distraught or bereaved.

PANDEMIC INFLUENZA/INFECTIOUS OUTBREAKS

Tipton Community School Corporation Crisis Response Plan

An influenza pandemic is a global outbreak of disease that occurs when a new influenza virus strain spreads easily from person to person and occurs worldwide. A pandemic can lead to serious illness, death, social disruptions, travel restrictions, devastating economic disruptions, disruption of utilities, disrupted food supply chains, and disruptions of the educational system. A pandemic may last several weeks to several months and will likely come in several waves. In the aftermath of a pandemic the response will turn to recovery. At this stage individuals will be in need of emotional support to deal with the trauma of such an event and to assist them in dealing with the death of family and friends.

Examples of pandemic influenza include the Hong Kong flu outbreak in 1968-1969, the 1918 "Spanish Flu" pandemic, and "Bird Flu" or H5N1. Historically the hardest hit group by a pandemic is children between the ages of 5 and 9 years old.

If a pandemic were to occur, we can expect mass prophylaxis inoculations, quarantine/isolation of suspected cases, large numbers of people staying home from work, and restrictions on gatherings of large groups of people. This restriction on gathering of large groups may mean that schools will be shut down for a period of time. Schools may also be used as emergency shelters, overflow hospitals, isolation wards, morgues, or inoculation sites. Vaccines can be developed in response to a pandemic, but this process will take 6 months to one year after the start of the outbreak to start reaching individuals.

Resources from the federal and state level will be very limited due to the large scale of such an event. Therefore we must be prepared to respond to such an outbreak at the local level.

Mitigation

The following steps will be monitored/coordinated by the school nurse for implementation prior to a pandemic influenza outbreak in an effort to prevent or lessen the impact of a pandemic influenza outbreak:

- Teach good health and hygiene habits to staff and students
- Make hand sanitizers available in every classroom
- Post signs regarding proper hand washing and sneezing/coughing procedures throughout buildings
- Offer flu shots, at employee expense, to all staff members

- Educate staff on the signs and symptoms of influenza and what causes an influenza to become a pandemic
- Train custodial staff, bus drivers, and kitchen staff about proper disinfection procedures
- Monitor attendance rates and report any absence rate of 20% or more to the Superintendent, the Corporation School Safety Specialist, and the County Health Officer
- The Superintendent will report any rates 20% or more to the State Health Department

Preparedness

The following are steps to be taken to prepare for a pandemic influenza outbreak:

- TCSC's School Safety Specialist will work with agencies throughout the county on planning efforts
- Establish a continuity of operations plan that spells out what key personnel will be needed to keep TCSC running and provide cross training to ensure that operations do continue
- Hold table top drills to test our response plans
- Establish guidelines for dealing with a large number of absent staff members and for individuals that will need to be off work for an extended period of time.
- Establish guidelines for handling payroll if schools are closed for an extended period of time.
- The building administrator will determine a location in his/her building that can be used to isolate infected individuals. This location should be as isolated as possible from the general population of the building
- Prepare signs to put in isolation areas and Health Offices regarding proper personal protective equipment (PPE) and precautions to avoid contamination
- Stockpile essential supplies for the response to a pandemic:
 - Disposable gloves
 - Disposable gowns
 - Disposable N95 masks
 - Tissue
 - Hand sanitizing gel (60% alcohol)
 - Tuberculocidal sanitizing wipes/spray
 - Bio-hazard bags and garbage bags
 - Eye protection
 - Spray Bottles

Response

The following steps are to take place once a pandemic influenza outbreak has occurred:

Pandemic is active, but not in our local area:

- Coordinate with Tipton County Health Department (TCHD) to educate staff and parents/guardians about the signs, symptoms, and other information regarding the specific influenza threat that is active -
- TCSC's School Safety Specialist should have regular contact with the

- TCHD to receive critical updates
- Review proper hand washing and sneeze/cough precautions, and social distancing with students and staff
- Ensure that signs are posted regarding proper hand washing and sneezing/coughing procedures throughout buildings
- Review proper sanitizing procedures with custodial, transportation, and kitchen staff
- School buses should be sanitized regularly
- School buildings should be sanitized regularly
- Distribute stockpiled supplies to all buildings
- Designate an isolation area in the building for possibly infected individuals
- Monitor daily attendance and report any drops in attendance rates or absence rates of 20% or more to the Superintendent and the School Safety Specialist. This information will then be forwarded to the TCHD and ISDH
- TCSC's Superintendent and/or the School Safety Specialist will provide daily updates regarding attendance rates and current status of the pandemic to building administrators and school nurses
- Consider cancellation of large group events
- Consider implementation for the next level of response

Pandemic is active in our area (in addition to the above response items)

- Establish a lockdown
- Consider cancellation of school and school sponsored events
- Control traffic on and entering school buildings, if necessary
- Activate corporation and building Crisis Response Teams
- Health Services staff and anyone assisting them should use full personal protection equipment (PPE) when assessing or assisting possibly infected individuals. This includes a gown, disposable gloves, an N95 mask, and eye protection. Each building administrator will determine who will assist
- TCSC's Superintendent will make a determination about which employees will continue to report to work in case of school closings (i.e. custodians, maintenance, treasurer, etc.)
- Cooperate with county officials if your building is designated as a shelter, quarantine/isolation center, inoculation center, morgue, or overflow hospital. Provide the necessary staff for the above centers to operate.
- Prepare for implementation of early dismissal procedures
- If schools are to be closed, the Superintendent and/or School Safety Specialist will utilize print media, television, and radio to provide this information to the community and keep them informed of any updates regarding school
- If schools are ordered closed, Tipton Community School Corporation will follow the Indiana Department of Education's guidelines regarding lost school days, credit given, and graduation
- Due to limited resources, school assignments will not be provided in the event of a school closing
- Establish and stock the isolation/quarantine room. Turn off/seal off the ventilation to the room and close all windows
- Individuals that come to the Clinic with symptoms consistent with influenza will be isolated and provided with a mask to wear. Document the patient's name and

- symptoms. Then the family should be notified to pick up his/her child • Distribute stockpiled supplies to appropriate staff
- All suspected influenza cases should be reported to TCSC's Superintendent and School Safety Specialist who will in turn report the information to the TCHD
 - Staff and students should be encouraged to self quarantine and stay home if they are symptomatic
 - Local attendance board policies and building level policies should be relaxed during this time
 - The School Safety Specialist and the Superintendent should continue regular contact with the TCHD
 - If Tipton County establishes an Emergency Operations Center (EOC) the School Safety Specialist will represent Tipton Community School Corporation at the EOC.
 - The School Safety Specialist will provide daily updates as well as critical time sensitive updates to the Superintendent, building administrators, and school nurses
 - The Superintendent or designee will provide regular updates to School Board members

Recovery

The following steps will take place after the pandemic has been controlled and schools are beginning to re-open:

- The Superintendent will establish guidelines for re-opening
- The Superintendent will use media outlets to announce the re-opening of school (newspapers, television, and radio)
- Sanitize all buildings and all buses prior to re-opening
- Provide information to the community regarding the disinfection of the buildings and buses, and if/how school days will be made up
- Establish a calendar for make up days, if needed.
- Counseling and mental health triage/first aid will be provided by the Tipton Community School Corporation Crisis Response Team and other agencies that are brought in to assist the team
- Group debriefings will be conducted with all staff, in all buildings, prior to students arrival
- Information on stress, grief, disaster response, and how to assist students will be distributed to all schools by the Crisis Response Team

Drugs/Alcohol/Tobacco use on campus

TCSC is a drug, tobacco, and alcohol-free facility for students staff and visitors. Use of any of the above represents a violation of law. Visitors breaking this policy either during school hours or during after school events will be asked to leave and may be permanently trespassed from campus.

Please see the TCSC student handbooks for specific consequences for student use and possession of drugs/alcohol/tobacco.

Tipton High School partners with IU Health, Tipton Respiratory Therapy for tobacco cessation courses as an alternative to suspension/expulsion.

Tipton Community School Corporation Pandemic Influenza Supply Order

www.allheart.com

N95 Particulate respirator and surgical mask; NIOSH, OSHA, CDC compliant AH-DMN9500

Box of 20 for \$9.98/box

www.medsupplyco.com

BARRIER Protective Glasses

#MOL1702

\$33.74/box of 10

www.medsupplyco.com

Impervious Gown

#AMD8022

10/package and 5 packages/case @ 34.98/case

Sam's Club

Hand Sanitizer Gel

67.3 oz for \$6.73

10 bottles needed (\$67.30)

Blankets

Tissue 1 box @ 150 boxes needed ()

Spray bottles

Already in stock at school:

Biohazard bags and trash bags

Gloves

Tuberculocidal disinfectant concentrate

APPENDIX 1

Corporation-Wide Risk Determination

Using the following Risk Probability Checklist and the recommendations of local law enforcement and emergency response personnel, the Corporation has determined that it is possible for TCSC to be affected by the following:

Natural Hazards

Floods and Flash Floods
High Winds / Winter Storms and Blizzards
Severe Thunderstorms
Tornadoes

Human Made

Chemical/Hazardous Materials	Power Outage/Systems Failure
Explosion	Transportation Hazards
Fire	Traffic Accidents
Gas Leak	

Potential Violent Actions

Assault	Intruder
Bomb Threat	Kidnapping/Abduction
Civil Disorder	Sexual Assault
Death on Campus	Threats of Violence
Hostage Situation	Weapon on Campus

Site / Situation	Comments
High School and Middle School Buildings	Science Rooms: potential fire/explosion, and hazardous chemical hazards
Roadways all sites	State Road 19, State Road 28, potential transportation, hazardous material and traffic accident hazards
All School Buildings	Boiler and Mechanical Rooms, potential fire/explosion hazards

RISK PROBABILITY CHECKLIST

		YES	NO
1	Has your region ever been short of water due to drought conditions? Natural Hazard: Drought and Extreme Heat		X
2	Have you ever felt an earthquake tremor while in your community? Natural Hazard: Earthquake	X	
3	Do you live in or adjacent or within 25 miles of a major forest region? Natural Hazard: Forest Fire		X
4	Has your community ever experienced a winter storm? Natural Hazard: Winter Storms and Blizzards	X	
5	Are severe winter storms a frequent occurrence? Natural Hazard: Winter Storms and Blizzards	X	
6	Is your community in the area visited by thirty or more thunderstorms per year? Natural Hazard: Severe Thunderstorms	X	
7	Do you live in a state with a coastline on the Atlantic Ocean or Gulf of Mexico? Natural Hazard: Hurricane		X
8	Has your state been crossed by the path of a hurricane? Natural Hazard: Hurricane		X
9	Is your district on or near a river or stream floodplain? Natural Hazard: Floods and Flash Floods	X	
10	Have floods or flash floods ever affected your community? Natural Hazard: Floods and Flash Floods	X	
11	Do tornadoes present a moderate risk to your region? Natural Hazard: Tornado	X	
12	Are there factories, warehouses, or disposal areas near your community, which produce or use toxic chemicals or other hazardous materials? Technological Hazard: Hazardous Materials	X	
13	Is your district within a few miles of a main highway, waterway, or railroad line? Technological Hazard: Transportation Hazard	X	
14	Have major accidents ever disrupted traffic patterns in your community? Technological Hazard: Traffic Accident	X	

APPENDIX 2

General Response Details

Protective Action Options

The following actions will be considered in the event of an emergency as appropriate:

- School cancellation prior to opening
- Early dismissal
- Hold
- Secure
- Lockdown
- Evacuate and Reunify
- Shelter

School Cancellation

- Monitor situation that may warrant a school cancellation
- Make determination
- Contact parents/guardians, staff and local media outlets

Early Dismissal

- Monitor situation
- If conditions warrant, close school
- Contact TCSC Transportation Department to arrange transportation.
- Contact parents/guardians, staff and local media outlets
- Retain appropriate corporation personnel until ALL students have been returned home

Evacuation (before, during and after school hours, including security during evacuation and evacuation routes)

- Determine level of threat
- Contact TCSC Transportation Department to arrange transportation.
- Clear ALL evacuation routes and sites prior to evacuation
- Evacuate all staff and students to pre-arranged evacuation locations
- Account for all students and staff. Report any missing students or staff to the TCSC Superintendent.
- Make determinations regarding early dismissal: contact parents/guardians, staff and local media outlets if implemented
- Ensure adult supervision or continues school supervision/security
- Retain appropriate corporation personnel until ALL students have been returned Home

Hold/Secure/Lockdown/Shelter (internal and external) - Based on the proximity and nature of a threat to the school property or school building, it may be appropriate to call a "lockdown." The lockdown may be "external," where the exterior of the building is fully locked down, any outdoor students are returned to the interior of the building, and there is heightened awareness around the

building, or “internal,” where both the exterior and interior are locked down, and students and staff shelter in place (in the classroom or an appropriate safe place). As part of ALICE protocols, a lockdown may also be an appropriate response based on the nature of the intruder.

Steps to Follow (based on the nature of the threat, not all of these may be needed)

- Determine the level of threat
- Determine location of sheltering depending on nature of incident if threat is not imminent
- Initiate building lockdown procedures if threat is imminent (eg. close/lock doors)
- Account for all students and staff. Report any missing students or staff to the TCSC Superintendent.
- Determine other occupants in the building
- Make appropriate arrangements for human needs
- Take appropriate safety precautions
- Establish a public information officer to provide information and current status of the situation to parents/guardians and other inquiring parties.
- Retain appropriate corporation personnel until ALL students have been returned home

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado

Hazmat

Earthquake

Tsunami

Safety Strategy

Evacuate to shelter area

Seal the room

Drop, cover and hold

Get to high ground

APPENDIX 3

Inventory of Resources

In an event of an emergency, a call/radio to the school resource officer (SRO) and/or dial 9-1-1 is essential. They will dispatch appropriate response agencies. In non-emergency situations, contact the following:

Agency	Telephone Number
Tipton Police Department	911 or (765) 675-2152
Tipton County Sheriff's Department	911 or (765) 675-7004
Indiana State Police	911 or (765) 473-6666
Tipton County Emergency Communications	911 or (765) 675-2111
Tipton Fire Department	911 or (765) 675-4633
Cicero Township Fire Department	911 or (765) 675-8004
IU Tipton Hospital	(765) 675-8500
Tipton Utilities	(765) 675- 7629
Center Point Energy	(800) 227-1376
Tipton Street Department	(765) 675-3331
Tipton County Highway Department	(765) 675-4508
Department of Child Services (Tipton)	(765) 356-9598
Department of Child Services (Hotline)	(800) 800-5556
Indiana Poison Control Center	(800) 222-1222

APPENDIX 4

TCSC Incident Command Structure

Incident Commander- Responsible for the direction of the Corporation response in a Corporation-wide emergency (Superintendent) or the building response in a Building-wide emergency (Building Administrator)

Public Information Officer- Compiles and releases information to the news media

Safety Coordinator- Monitors the Corporation response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.

Liaison- Represents the Corporation by working with responding agencies (Law Enforcement, Fire Departments, EMS, utility companies, etc...).

Incident Log- Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.

Operations- Responsible for directing and implementation of action plans and strategies for incident resolution.

Logistics- Responsible for providing all resources (personnel, equipment, facilities, services) required for incident resolution.

Planning/Intelligence- Responsible for collecting, evaluating, and disseminating the information needed to measure the size, scope, and seriousness of an incident and to plan a response.

Administration/Finance- Responsible for all cost and financial matters related to the incident.

APPENDIX 5

A.L.I.C.E. Protocols

A.L.I.C.E. is a proactive, option based plan for civilian response to a Violent Critical Incident. A.L.I.C.E. authorizes and empowers individuals to utilize human action, building infrastructure, and communication options to increase their chance of survival.

The mission is Simple : Save More Lives

Violent Critical Incident defined: Any event at any location where a person(s) attempts to harm innocent people by any means regardless of motivation.

Survival is based on one of two outcomes: The event is taken back under control by those who render the event no longer dangerous, or people remove themselves from the danger area and get to a safe area, A.L.I.C.E. does both.

A.L.I.C.E. is the following:

- Proactive Approach
- Not sequential
- Research based
- Provides additional options beyond traditional lockdowns
- Assumes every event is not the same
- Increases the odds of survival

A ALERT

(PA Announcement, gunfire, screaming, loud noises mass notification)

L LOCKDOWN

Traditional Lockdown **PLUS**

- Barricade Door
- Spread out within the room with Counter Devices
- Do not huddle
- Look for alternate escape routes (another door/window)
- Do NOT open the door for anyone
- Dial 9-1-1 when it is safe to do so
- First Aid supplies

I INFORM

Pass on real-time information

- A continuation of ALERT
- What, Where, When, Who, How

Typical Communication Methods

- PA System
- Phones
- Radios

New Technology Methods?

C COUNTER

Interrupting the process of shooting/causing bodily harm when/if suspect make entry into classroom

- Grab and throw objects (books, laptops, etc..) at suspect
- Make as much noise as possible
- Move around classroom and don't stay still
- Attack as a group or swarm (if able and if only option)

E EVACUATION

Evacuation is the preferred response to all violent/dangerous situations within the school setting.

- Leave ALL belongings behind
- NO leaving in vehicles
- Removes as many possible targets as possible
- Removes need for parents to come to the scene
- Evacuate to a rally point (SAFE ZONE)

APPENDIX 6

Bomb Threat Checklist

QUESTIONS TO ASK

1. When is the bomb set to explode?
2. What does it look like?
3. Where is the bomb located in the building?
4. Why was the bomb placed in the building?
5. Who placed the bomb?
Whispered
6. Who are you?
Breathing

EXACT WORDING OF THE THREAT

Caller: _____ Race: _____

Age: _____ Length of Call : _____

Number at which call is received:

CALLER'S VOICE

- | | |
|---|---------------------|
| ___ Calm | ___ Nasal |
| ___ Soft | ___ Angry |
| ___ Stutter | ___ Loud |
| ___ Excited | ___ Lisp |
| ___ Laughter | ___ Slow |
| ___ Rasp | ___ Crying |
| ___ Rapid | ___ Deep |
| ___ Normal | ___ Distinct |
| ___ Slurred | ___ |
| ___ Ragged | ___ Clearing Throat |
| ___ Disguised | ___ Deep |
| ___ Accent | ___ Cracking Voice |
| ___ Familiar (If voice is familiar, who did it like?) | |
-

BACKGROUND SOUNDS

- | | |
|-------------------|-----------------------|
| ___ Street Noises | ___ Factory Machinery |
| ___ Animal Noises | ___ Voices |
| ___ PA System | ___ Office Machinery |
| ___ Music | ___ House Noises |
| ___ Motor | ___ Static |
| ___ Clear | Other _____ |

THREAT LANGUAGE

- | | |
|-----------------|----------------------------------|
| ___ Well Spoken | ___ Incoherent |
| ___ Foul | ___ Taped Sex of |
| ___ Irrational | ___ Message read by threat maker |

Remarks _____

Call taker: _____

Time: _____

Date: ____ / ____ / ____

Who reported to: _____

APPENDIX 7

MASS NOTIFICATION AND ACTIVATION

In the event of an emergency, the Superintendent will contact the school resource officer via phone or radio and the appropriate emergency agencies through the 9-1-1 system. A list of local emergencies are provided in **APPENDIX 1**.

The Superintendent will notify all educational agencies within TCSC in the event of an emergency by the use of phone, radio, email, or other appropriate communication.

In the event of a disaster or an act of violence, the TCSC Superintendent, or their designee, will be notified as appropriate.

Parents, guardians, or persons in parental relation to the students will be notified in the event of a violent incident, early dismissal, or cancellation of school by means of the local media (TV and/or Radio) and/or the TCSC mass notification system via email and/or text message. When necessary, phone calls will be made from information provided in the Powerschool system.

MEDIA INFORMATION

Channel 4 (CBS - WTTV)

www.cbs4indy.com

Channel 6 (ABC - WRTV)

www.theindychannel.com/weather/closings

Channel 8 (WISH-TV)

www.schoolclosings.org/closings

Channel 13th (NBC - WTHR)

www.wthr.com

Channel 59 (FOX - WXIN)

www.fox59.com

92.5 FM (WZWZ)

96.7 FM (WBKQ)

99.5 FM (WSHW)

100.5 FM (WWKI)

101.7 FM (WIKL)

104.9 FM (WERK)

1350 AM (WIOU)

APPENDIX 8

MENTAL/BEHAVIORAL HEALTH REFERRAL LIST

Agency	Address	Phone Number	
Aspire Indiana (Anderson)	2020 Brown St Anderson, IN 46016	(317) 574-1254	
Aspire Indiana (Elwood)	10731 N State Road 13 Elwood, IN 46036	(765) 552-5009	
Aspire Indiana (Noblesville)	17840 Cumberland Rd Noblesville, IN 46060	(317) 773-6864	
Bowen Center		(800) 342-5653 Ext 3348	bowencenter.org/tipton
Community Behavioral Health (Kokomo)	322 N Main St Kokomo, IN 46901	(765) 776-8555	
Community Behavioral Health (Tipton)	202 S West St Tipton, IN 46072	(765) 408-0570	
Friends Counseling	3021 W St Rd 28 Tipton, IN 46072	(260) 563-8453	office@wabashfriends.org
Indiana Health Group	703 Pro-Med Lane Carmel, IN 46032	(317) 843-9922	indianahealthgroup.com
National Prevention Suicide Hotline		988	988lifeline.org
St. Joseph Hospital Trinity House (Kokomo)	1907 W Sycamore St Kokomo, IN 46901	(765) 456-5900	
St. John's Anderson Center (Anderson)	2210 Jackson St Anderson, IN 46016	(765) 646-8444	
4C Health	405 Fairgrounds Rd Tipton, IN 46072	(765) 408-0536	





