

**IDAHO  
TECHNICAL  
CAREER ACADEMY**

# Crisis Plan

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REVISED: 1/13/2023

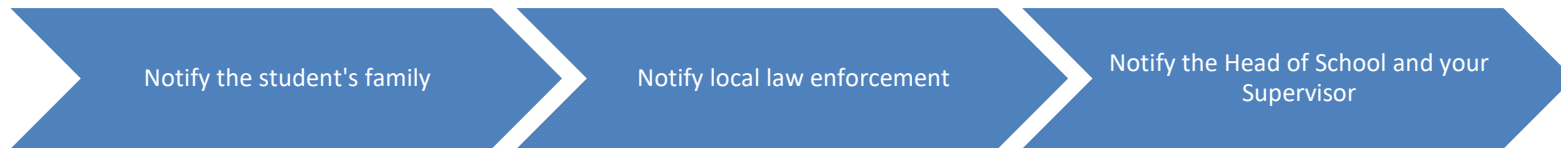
IDAHO TECHNICAL CAREER ACADEMY  
1965 S. EAGLE RD., STE 150, MERIDIAN, ID83642 | PH: 208-917-2420 / FX:208-917-2416

# At A Glance Emergency Response

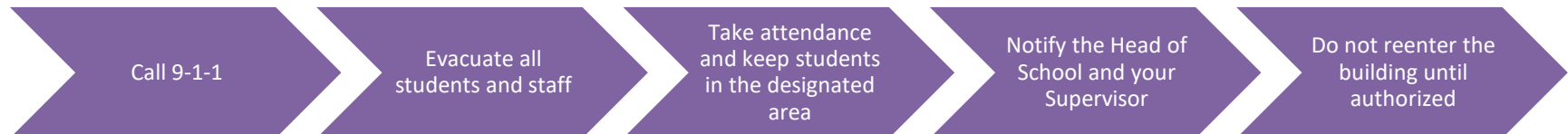
## Emergency Plans

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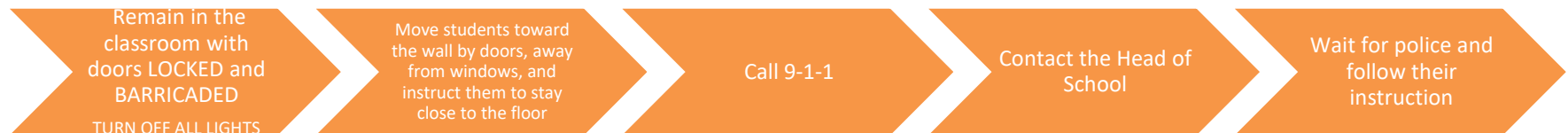
## Missing Student



## Fire Alarm or Bomb Threat



## Intruder or Hostage



### Gas Leak



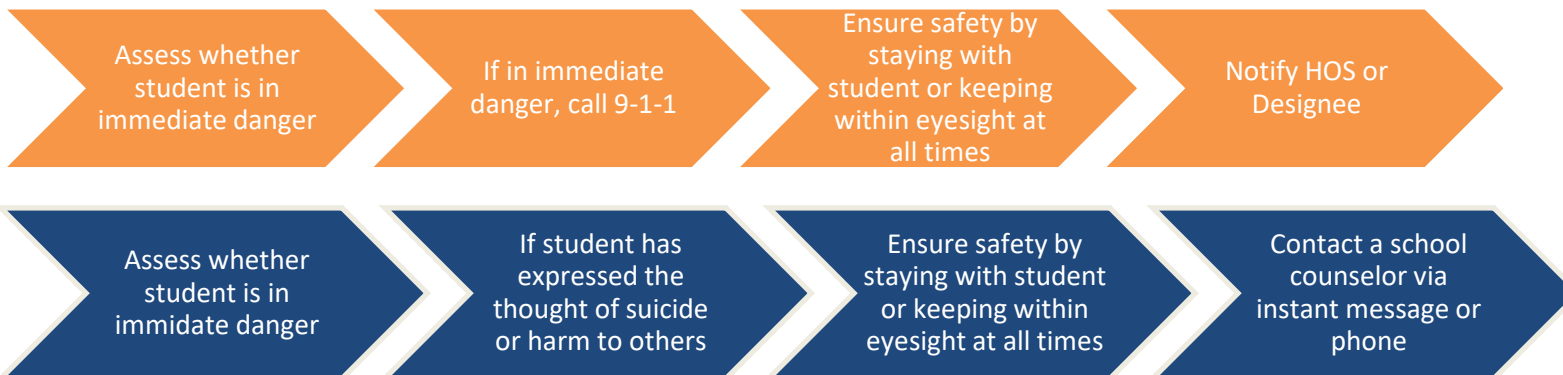
### Weapon Suspected on Student



### Student Suspected to be under the influence of alcohol or drugs



### Student who has expressed intent to harm self or others



**Note:** The steps outlined in this at a glance are intended for quick reference in emergency type situations. They do not contain all the necessary steps and actions that should and must be taken in an emergency. It is essential that you review and understand the Crisis Management Plan in its entirety

# Idaho Technical Career Academy Crisis Management Plan

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## Introduction

Natural and human caused disasters are potential hazards for which we must be prepared. We must also prepare for crisis situations, which could include intruders, hostile individuals, weapons, and bomb threats. The objective of a School Crisis Management Plan is to provide a framework by which decisions can be made during such disasters or crises with the ultimate goal of safeguarding students, families and school personnel. This plan is offered to provide a general framework of procedures and administrative structures to be used in the event of a crisis that involves our school.

## Training

*The HOS/designee will provide training to all staff in the safe and orderly emergency evacuation/lockdown procedures as outlined in this plan. Staff will be notified of changes to the plan by the HOS/designee.*

*A written copy of the plan shall be kept at Central Office (CO) complex and made available for employee review. An electronic copy of the plan will be available to employees on the ITCA SharePoint site.*

## Safety Leaders

At each suite in the CO and at each Face to Face (F2F) school outing, there will be a designated Safety Leader and Assembly Leaders. At school outings, the overall Safety Leader will be the teacher, administrator, or parent volunteer in charge of the outing.

At the CO, if the Head of School (HOS) is present, then s/he is the Safety Leader for the CO, with teachers or administrators in the various suites as Assembly Leaders. If the HOS is not present and there isn't a designee, then the Safety Leader can be any administrator working at the complex on a given day. If there isn't an administrator present, then the Operations Manager or the person filling in for that position will act as the Safety Leader for that day.

All employees, though not designated as a Safety Leader or Assembly Leader at the CO or at an event, should feel free to help and take charge in an emergency where the lives of students, family members, or other personnel are in danger. Caution and common sense should be used prior to the pulling of any alarm or the making of any announcement over an intercom system or such.

## Assembly Leaders

The Assembly Leaders are responsible for the number of employees, students, parents, or visitors in their designated areas. Each outing will have Assembly Leaders who are designated with the responsibility of accounting for predetermined numbers/names of individuals assigned to them at the event.

At the CO, Assembly Leaders are those administrators or teachers in the various suites/offices who are meeting with students and/or parents. If teachers are attending a professional development (PD) at the CO, then the administrator in charge of the PD is assumed to be the Assembly Leader.

### Duties of the Assembly Leader

In the event of an emergency, the Assembly Leaders must perform a roll call of the various employees, students, parents, or visitors assigned to them for an event or at the CO. The roll call method is to ensure these people are safe and have not been trapped inside of the building, or to ensure they can be accounted for at an event. The Assembly Leaders will remain at the designated Assembly Area and be responsible for the continual monitoring of the people there. All information gathered regarding the safety of these individuals will be relayed to the HOS or the designated Safety Leader to expedite next decisions.

## Sweeps

Sweeps fulfill a vital role to the success of the emergency evacuation action plan, particularly in the CO.

### Duties of the Sweeps

Sweeps, at the order of the and in coordination with the Safety Leader, perform the final walkthrough of the CO. They check all areas inside the building, including common areas, conference rooms, offices, break rooms, and restrooms to ensure that everyone has safely evacuated the building, and no one has been trapped inside. This information is then relayed to the HOS or the Safety Leader, whoever is present at the time.

## Student and Family Safety Protocol

### Emergencies

In the event of any emergency, staff should call 911.

### Accessibility of Phone Lines

Parents are encouraged not to call the school in emergency situations to facilitate the phone lines remaining accessible for handling a crisis/emergency.



## Student and Family Safety

Providing a safe educational environment during a crisis is a primary concern of ITCA. To provide this environment, school personnel will utilize various plans of action to help ensure the safety and well-being of all students.

## Parent-Student Reunification Process

Off Site Evacuation - When a physical school campus is maintained, and officials enforce the evacuation of a school, students and staff members will be safely transported to a designated parent-student alternate shelter location. Students may be held at this alternate shelter site for various reasons until release is approved. Students will only be released to those individuals authorized on the student's account or who have written permission from a parent/guardian, and all individuals will be required to present proper identification, and sign out, in order for students to be released from the alternate shelter location.

- Evacuations involve moving all students, staff, and visitors out of the building. Evacuations should be thought of in stages:
  - **First Stage – Sidewalk Evacuation** - Evacuate to areas close to the school because there is no imminent threat. **STOP – LOOK – LISTEN.** (Commonly used for Fire related incidents.
    - Splitting the student population in groups to assemble at different locations, with assigned supervision, is optimal. If there is a threat plan for outside the school, this separation will minimize student population risk. As one group is being challenged, the other groups can move to areas of safety.
  - **Second Stage – Walking Distance Evacuation Area** – Walk to a predesignated secure area that is far enough away so transportation response can have good ingress and egress, without being inhibited by the emergency response.
- Reverse Evacuation steps:
  - Move participants inside
  - Account for all participants
  - Prepare for further action
  - Maintain situational awareness

On Site Security Hold - Parents will be permitted to pick up their children unless public safety officials have restricted access to the school during a Security Hold response or there is some other reason access to the school has been restricted. Students will only be released to those individuals authorized on the student's account or who have written permission from a parent or guardian, and all individuals will be required to present proper identification, and sign out, in order for students to be released.

## School Events

Supervisory personnel review all school sponsored events relative to a National Terrorism Advisory System (<https://www.dhs.gov/national-terrorism-advisory-system#>). The approval of events is contingent upon the existence of a safe climate for travel at the time of student departure. Pertinent Alerts and Bulletins listed on the NTAS website will be reviewed and taken into consideration by the Head of School if an event cancellation is being considered.

### Safety/Evacuation Plans and Assembly Areas

The nature of this plan needs to be flexible and simple because of the nature of the event(s). Some school events are held in public building venues and arenas; thus, there can be some expectation of some type of preexisting emergency plan in case of a crisis. Other events occur in an open environment (parks, wooded areas, field trips), and preparation for crisis/emergency situations occurring in these venues are not easily planned nor can every variable be considered.

Nevertheless, the ITCA person in charge of the event should make every effort to know planned evacuation routes, in the instance that the venue is a public building and attempt to plan an assembly area for all participants. S/he should use the appropriate quantity of staff in the planning of the event to handle crowd control and ensure safety of the participants.

The ITCA person in charge of any F2F event not held at the CO should follow the following guidelines:

#### **A. Public Building Event:**

1. Be aware of the building's evacuation routes in case of fire or any other emergency.
2. Get a copy of the evacuation routes, or know where they are posted in the building, and any assembly areas as provided to them by the Safety Officer of the building.
3. Provide copies of the routes to assisting event personnel, as available.
4. Make a plan for an assembly area outside the building where participants will meet and inform assistants of this area.
5. Outline the duties of event assistants should an emergency occur.
6. Have participants sign into an event and provide emergency contact information.
7. In the event of an emergency, provide a complete report and update to the HOS as soon as possible.

#### **B. Event Occurring in an Outside Venue:**

1. Be aware and, if possible, conduct a pre-visit to the area in which the event is being held to study the lay of the land, traffic patterns, entrances and exits, and any potential hazards (e.g., water areas, playground equipment).
2. Staff the event to meet the potential crowd expectation.
3. Work with event assistants to make a plan in case of emergency, including evacuation routes, assembly areas, assistants assigned to students, etc.
4. Ensure that cell phones work in the area and there is good reception.

5. At the beginning of the event, when greeting the participants, provide them with a map of the assembly areas, introduce them to the staff who are assisting, and give them some instructions on what to do in case of an emergency.
6. Note to participants any “Out of Bounds” areas where students are forbidden to go.
7. In the event of an emergency, provide a complete report and update to the HOS as soon as possible.

## Central Office Complex

The CO complex is located at 1965 South Eagle Road, Suites 150 through 190 in Meridian, Idaho. Suites 160 through 190 comprise the office spaces allocated to Idaho Virtual Academy (IDVA), and Suite 150 is the office space for the Idaho Technical Career Academy (ITCA). The entire building is known as Monterey Place. The following procedures involve this complex.

1. All personnel in all suites and office spaces when evacuating the building should use the exit nearest them. All personnel in all suites and office spaces when evacuating the building should reassemble at the large dumpster across the parking lot from Suite 190.
2. IDVA/Western Region personnel and students’ evacuation plans/routes/lockdown procedures, etc. will be included in the IDVA plan. The personnel/students/visitors in that suite will comply with said plans/routes/procedures because of the interconnection with IDVA offices.
3. IDVA/Western Region personnel will keep their own sign-in/sign-out roster of who is in their section of Monterey Place and may enter their portion of the building through the entrance to Suite 190. The office Receptionist/Operations Manager, stationed at that part of the building, will keep his/her own roster of who is in that suite at any one time. Those entering the suite must sign in at the main desk. Personnel/students moving from Suite 150 to Suite 190 or vice versa will need to sign out at the original location and sign in at the new location.
4. If permissible with city fire codes, all outside entrances to individual suites (160 – 180) will be locked during school hours. All personnel/parents/students will enter the building through Suite 150, the main ITCA CO entrance. They will sign in at the main desk, noting who they are and the time of their arrival. Upon leaving that series of suites, all personnel/parents/students/visitors will exit the building through the main entrance, signing out on the roster, noting time of departure.
5. The Receptionist/Registrar will keep a roster of who is in Suite 150, noting times of arrival and departure of anyone entering the complex. Each individual conducting business at the school is responsible for keeping the Receptionist/Registrar informed of his/her whereabouts. The roster is kept aiding the daily Safety Leader or the “sweeper” in ensuring that everyone is accounted for in a lockdown/evacuation/emergency situation.

Additionally, the following safety requirements will be put into place at the CO:

1. All CO personnel who work daily in the Complex and take turns sitting the front desk will be trained in front door lockdown procedures.
2. The lockdown procedures for the front door will be kept at the front desk.
3. Evacuation routes and assembly areas will be developed for each suite and placed in a prominent location in those suites.

4. Departmental and Complex phone trees will be updated at the beginning of each school year and/or if there have been personnel changes during the present school year.
  - a. Copies will be posted on SharePoint
5. A list of local emergency numbers will be placed in a prominent location in each suite and at each F2F event.
6. Passive monitoring security cameras will be used in select CO office locations to promote safety, and will be reviewed on an as needed basis
7. A fire/lockdown/emergency drill will be conducted at the Complex at least twice a year.

**In all evacuation situations, no matter where the situation takes place, participants, employees, students, and parents should not leave the immediate area/property until instructed to do so by the Safety Leader. The obvious exception to this would be if there was a threat of immediate danger near or in the assembly area.**

## **Lockdown**

A “lockdown” event occurs when there is an immediate hostile threat to the school or school event. In a physical location such as a blended classroom or outing, this may be an intruder, a firearms event, or a non-custodial parent trying to remove their child from school. A “lockdown” announcement is made, and all staff and students seek immediate cover in a locked room. All school activities cease and 911 is called. All staff, families and students remain in “lockdown” until released by the police and/or a “return to class” announcement is made by administrative personnel.

In the virtual setting this could be an external severe attack attempting to break into the firewalls protecting our student learning and information. If necessary, access to the K12 systems will be disabled.

## **Security Hold**

A Security hold event occurs when there is a threat in the vicinity of the school or school event. In order to ensure the safety and health of students, families, and staff, the area is secured, and visitors are closely scrutinized or not allowed in the school sponsored area at all, depending on the event. Activities inside the school sponsored area may or may not continue. Depending upon the specific event, students, families and staff may be required to remain in the school sponsored area for an extended period. It is ITCA’s goal to return children to their parent/guardian as soon as it is determined safe to do so. ITCA follows the directions provided by health and public safety officials. Security hold is a temporary measure (i.e., minutes or hours) designed to utilize the school sponsored area and its indoor atmosphere to separate students, families and staff from acts of violence that may have occurred in the vicinity of the school sponsored area.

## Environmental Hazards

Designated school staff members respond to various health emergencies and work closely with public health officials. In situations involving environmental hazards, staff members assist students, families, and other staff who show symptoms of exposure to biological or chemical contaminants. Basic decontamination involves separating the exposed student, family, or staff from others and directing the person to wash thoroughly with soap and water. If possible, staff will allow the person to take a shower and provide alternate clothing. Exposed clothing will be placed and sealed in plastic bags. Shelter in Place, much like Security Hold, is a temporary measure designed to utilize the school sponsored area and its indoor atmosphere to separate students, families and staff from a hazardous outdoor environment that may have occurred in the vicinity of the school sponsored area.

## Student Access to News Broadcasts

When a physical school campus is maintained, school staff will limit the use of television and radio broadcasts in classrooms to avoid overexposure to media reports. Administration will use discretion in determining the appropriate use of media broadcasts.

## Emergency Situation Plans

### Emergency Evacuation Procedures

See Appendix for the Emergency Plans flow chart.

#### Fire: Fire Alarm Sounds

1. Stop, Look, Listen – Gain situational awareness of the threat.
2. Evacuate the building according to the approved escape plan in the room.
3. If a physical outing or classroom, take attendance for students and keep students calm in a designated area.
4. Take attendance upon returning to the room after “all clear” is sounded.

#### Bomb Threat: Fire Alarm Sounds

1. Follow the same procedures as fire drill.
2. In the event students must be evacuated to an off-site location, they will either be bused or walk, depending upon the location.
3. If a physical outing or classroom, take attendance for students and do not reenter building until authorized to do so by authorities.
4. DO NOT use cell phones or two-way radios.

#### Weather

1. Proceed to a safe area within the school or office.
2. If a physical outing or classroom, take attendance for students and keep students calm.
3. Listen for voice commands from an administrator.
4. If students and staff are outside, proceed to a safe area within the school.

**A. Winter Travel/School Closings:**

1. All personnel should be aware of the daily weather/storm forecasts in their immediate area, especially if they are traveling.
2. School personnel are not expected to conduct scheduled travel under the following conditions:
  - a) If the school district that the teacher lives in is closed, and/or
  - b) The school district that the student lives in is closed, and/or
  - c) Any school districts that the teacher or family travels through are closed, and/or
  - d) ITCA F2F services/events are cancelled.

**Intruder, Weapon, or Hostage**

1. Remain in the classroom or office with doors locked. Stay out of sight of windows and doors. If doors cannot be locked, barricade them.
2. Turn off the lights and stay close to the floor.
3. If a physical outing or classroom, take attendance for students if safe to do so.
4. Police assistance will be sent to any area in the building where needed.
5. Wait for further instructions.
6. Students should not open outside doors for anyone.

**Live Crisis**

If a student is in immediate harm or someone in their home is in immediate harm during a live class session, call 911 and clear all of the other students from the virtual class environment immediately.

Staff: The following steps should be followed during a Live Class Crisis Event:

1. Call 911
2. Immediately remove all students from the online classroom
3. Notify the HOS

When an administrator observes (or is notified of and verifies) an offense, the administrator will confer with the staff involved, effect the appropriate disciplinary action, and if appropriate, meet with the alleged offender. If warranted, the administrator should immediately remove the alleged offender from the school environment. The administrator will notify a parent/guardian or appropriate parties, as soon as possible.

- If law enforcement is notified, staff will follow applicable established due process procedures
- The administrator will keep a complete record of the conversations had, events that occurred and procedures followed

- If a recording captured the event, the recording should not be shared with students and families
- When safe, the Head of School or designee will contact the GM and school board.
- The Head of School or designee will complete a Critical Incident Report Form
- Head of School will work with Crisis Communications Committee (CCC), which includes Corp Comm, Legal, HR, Public Affairs, and other departments, to quickly develop appropriate statements and talking points, in an effort to act as media liaison.

### Abuse of a Student

1. Report abuse or suspected abuse to Head of School/designee.
2. Notify nurse (if staff position exists) to document appearance of victim (FOR PHYSICAL ABUSE ONLY).

#### DO NOT INTERVIEW VICTIM, BUT WRITE DOWN ANY STATEMENTS MADE BY VICTIM

3. HOS/designee will notify local Health & Welfare (855-522-5437). DO NOT CALL PARENTS.
4. HOS/designee will notify appropriate office personnel.
5. HOS/designee will fill out an incident report as soon as possible.

#### **When school employee is suspected of the abuse**

1. Report abuse or suspected abuse to HOS/designee (IF THE SUSPECT IS THE BUILDING ADMINISTRATOR, NOTIFY THE NEXT HIGHEST SUPERIOR).
2. Notify HOS if not already done.
3. If necessary, in a physical abuse, notify school nurse (if position is available) to document appearance of victim.

#### DO NOT INTERVIEW VICTIM OR SUSPECT, BUT WRITE DOWN ANY STATEMENTS MADE BY VICTIM OR SUSPECT

4. HOS/designee will make parental contact at appropriate time.

### Assault on Student or Staff

1. Notify HOS
2. Contact school nurse (if position is available) if any medical treatment is needed.

#### REMEMBER: IF YOU HAVE TO HANDLE ANY INJURY, DO SO WITH EXTREME CARE, ALWAYS USING PROPER UNIVERSAL PRECAUTIONS (gloves, mask, etc.).

3. HOS will assign a staff member to get the names of suspect/s and any witnesses.
4. HOS will locate suspect and isolate, if this can be done in a non-confrontational manner.
5. Victim and Suspect statements should be taken separately by HOS/designee.
6. HOS will decide if the police should be contacted to respond.

#### REMEMBER: WHEN IN DOUBT CONCERNING THE SERIOUSNESS OF AN OFFENSE, CALL THE POLICE. THE STRIKING OF ANY STAFF MEMBER BY A STUDENT SHOULD BE CONSIDERED A CRIMINAL OFFENSE. DIAL 911.

7. HOS will make sure a written account of the incident is completed.

## Aircraft Disaster

1. Call police, fire or rescue as indicated by the accident.
  - Utilize emergency exit plan modified to maximize safety of students by avoiding areas made dangerous by aircraft.
  - Students and staff who are present should be assembled in an area as far from the crash scene as possible and should be uphill and upwind from the crash.
  - Provide for treatment and removal of injured building occupants.
  - Account for all building occupants and determine extent of injuries.
2. Notify HOS.

## Bomb Threat

- **Category #1 - Suspicious Package and/or a Known Device**
  - DO NOT TOUCH! Call 911.
  - Immediately evacuate the school occupants to the predesignated Walking Distance Evacuation Area.
  - Assist law enforcement as requested.
    - Determine projected bomb examination time.
  - Based on the estimated examination time decide if school activities will be cancelled and implementation of Evacuation Area for further accountability and reunification processes.
- **Category #2- Telephonic Bomb Threat with no known device.**
  - Complete Telephone Bomb Threat Report Form and call 911 to report
  - Search Options:
    - Do nothing but stay vigilant.
    - Search without Evacuation – Since people who work in a building are more familiar with what should or should not be there, use your teachers / employees to scan their workspaces / classrooms and report anything out of the ordinary.
    - Evacuate then Search (school, police, etc.). If no suspicious package or known device has been located, but an evacuation has been ordered as a precaution, students can retrieve coats, after scanning the area for concerns. Items such as book bags, boxes, etc. should remain until they are scanned by an adult and/or canine.

\*\* All threats will be prosecuted if the perpetrator is found

## Bomb Threat Report Form

**Don't hang up. Remain calm and attempt to get the following information:**

**Questions to Ask:**



Where is the bomb?  
What time will it go off?  
What kind of bomb is it?  
What does it look like?  
What will cause it to explode?  
Did you place the bomb?  
Why is this going to happen?  
Who are you?

Exact wording of threat:

Background Noises:

Street Animal  
Static PA system  
Voices Music  
Motor House  
Local Long Distance  
Office Machinery

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Sex of caller:  M / F  Age: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

**Caller's Voice:**

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

**Threat Language:**

Incoherent  
Foul  
Well spoken  
Taped  
Irrational  
Message read by threat maker

**Remarks:**

### Death on campus or at a physical school event

1. Call police and ambulance (911).
2. Secure Area. Disturb as little as possible and keep area clear of traffic.
3. Contact trained first aid personnel.
4. Contact Head of School/designee.
5. Secure location.
6. Separate all witnesses until police arrive. To the extent possible, witnesses should not speak with each other or anyone else. Document any statements made by witnesses but **DO NOT** conduct interviews with witnesses
7. Head of School/designee to contact parents at appropriate time if given permission by law enforcement or CO.
8. If there is a need to handle the media, contact the HOS.

#### Afterward

- Complete incident report.
- Send letter home with students briefly explaining what happened and support available at school.
- Contact Head of School for debriefing and planning for next day.
- Meet with staff and families for support and encourage a return to normalcy.

### Drug overdose/poisoning/allergic reaction

1. Call 911 or poison control if (1-800-222-1222)
2. Notify HOS.
3. If available, HOS will designate person to check school medical file.
4. Head of School/designee will contact parents
  - a. advise of situation
  - b. advise of steps being taken
5. Head of School/designee will notify Regional Vice President (RVP) and advise of the situation and steps being taken.
6. HOS/designee will complete an incident report.
7. If there is a need to handle the media, contact the HOS.

### Electrical Malfunction in brick and mortar locations

1. Call police (911) if concerned about a fire or safety hazard.
2. HOS/designee will contact regional technology manager.
2. HOS/designee will notify teachers to hold classes until further notice.
3. HOS/designee will accompany custodian to locate the problem and report findings to Maintenance
4. If there is a need to handle the media, contact the HOS.
5. Complete detailed incident report at the earliest opportunity.

### Fire Alarm/ Emergency

1. Activate fire alarm if system is not sounding.
2. Follow standard fire evacuation procedure.
3. Call 911 as evacuation is taking place.
4. At assembly location, take roll to ensure all participants are accounted for.
5. HOS/designee will check area of alarm to assess situation.
6. HOS/designee should have available for the fire department upon their arrival:
  - a. Location and type of fire, if known
  - b. Knowledge & location of anyone remaining in the building
  - c. Floor plan and internal systems information
7. HOS/designee will notify police if alarm was pulled falsely.
8. If there is a need to handle the media, contact the HOS.
9. Complete a detailed incident report at the earliest opportunity.

### Gas Leak

1. ***DO NOT*** activate the fire alarm system or any other electrical equipment. ***LEAVE AS IS.***
2. Call Fire Department (911).
3. Notify HOS/designee IMMEDIATELY.
4. HOS/designee will notify each class to evacuate building by sending personnel to each area of the school building.
5. Evacuate the building to the designated safe area using the standard fire alarm procedure.
6. HOS/designee should have available for the fire department upon their arrival:
  - a. Location(s) of leak(s) if known
  - b. Knowledge of anyone remaining in the building
  - c. Floor plans and internal systems information
7. If there is a need to handle the media, contact the HOS.

8. Complete a detailed incident report at the earliest opportunity.

### Hazardous Material Accident

1. Call Police (911) as evacuation is taking place. Describe condition and type of hazardous material if known.
2. Evacuate building using standard fire emergency procedure, bypassing affected area.
3. Notify HOS/designee.
4. HOS/designee should have the following available to the fire department upon their arrival:
  - a. Person(s) knowing the location and type of hazardous material
  - b. Knowledge and location of anyone remaining in the building
  - c. Floor plans and internal systems information
5. Complete a detailed incident report at the earliest opportunity.

IN THE EVENT A PERSON COMES IN DIRECT CONTACT WITH SUSPECTED HAZARDOUS MATERIAL, FOLLOW SAFETY PRECAUTIONS LISTED ON CONTAINER, AND CALL

POISON CONTROL (1-800-222-1222). Consult with on-scene Fire Hazmat personnel.

### Hostage Situation

1. Secure or evacuate location depending on situation.
2. Call police (911). Inform them that this is a hostage situation and request that police respond without sirens.
3. Notify medical emergency agency to respond if there are known injuries. Again, request response without sirens.
4. Notify HOS.
5. HOS/designee will have building floor plans available upon police arrival.
6. HOS/designee will designate someone to meet police and medical personnel to direct them to the appropriate location.
7. If there is a need to handle the media, contact the HOS. If situation is not quickly resolved, discuss options with police/HOS about information flow, so there is not mass panic among families of all children in the school.
8. Complete detailed incident report at the earliest opportunity.

### Intruder

1. Lockdown.
2. Call 911, even if the intruder has left the building.
3. **Be Prepared:** Communicate that an intruder is in the building. This will be done by announcing over the PA system or aloud to the group **“Teachers, an intruder is in the building.”** When all clear announce **“Intruder has left the building.”**
2. Notify HOS/designee.
3. HOS/designee to implement Communication Procedure.
4. Close and secure ALL doors.

5. Allow routes to exit; you want the intruder to leave.
6. If there is a need to handle the media, contact the HOS.
7. Complete detailed incident report at the earliest opportunity.

## Kidnapping

1. Lockdown.
2. Call 911.
3. Notify building HOS/designee IMMEDIATELY.
4. Give police student information
  - a. Name, sex, age, address, dress, general physical description
  - b. Any suspect info, vehicle info, direction of travel
4. Secure all outside doors.
5. HOS/designee will notify parents to inform them of incident and steps taken.
6. Have student information including picture, if possible, available to the police upon their arrival.
7. Complete incident report.

## Media for Crisis Related Issues

Notify HOS. HOS will work with RVP to make decisions of how information will be released to media.

### Guidelines

1. Make sure you are authorized to speak to the media.
2. Don't release names of victims or persons involved.
3. Inform the media when you are not authorized to comment and direct them to the proper person or office.
4. Be of assistance but remain in control.
5. Do not share information unless authorized by HOS.

*If contacted by the media by telephone, explain that all correspondence is conducted through the HOS. Be aware that students may be approached by the media. Suggest to students they not comment and refer the media to the school.*

## Missing Child

1. **Security Hold.**
2. Notify HOS/designee immediately.
3. HOS/designee will notify police with the following information:
  - a. Child's name, address, and physical and clothing description
  - b. Medical status, if appropriate
  - c. Time last seen

4. HOS/designee will notify parents of missing child and inform them of steps taken.
5. Complete incident report.

## Oil Spill

Spills from other than consumer product containers (Spills from tanks, pipes etc.)

1. Notify Fire Department immediately (911).
2. Notify HOS/designee immediately.
3. If vapor or fire is present, EVACUATE (use standard Fire Emergency Procedures).
4. EVACUATE IMMEDIATE AREA.
5. If possible, have appropriate personnel shut off supply line to tank or system.
6. Close off or dike all floor drains.
7. Confine area by closing doors.
8. Have building maintenance personnel available for fire department.
9. Complete incident report.

## Blood Borne Pathogens

Please visit this link for information on blood borne pathogens. [http://dbs.idaho.gov/safety\\_code/pdfs/330\\_blood\\_born\\_pathogens.pdf](http://dbs.idaho.gov/safety_code/pdfs/330_blood_born_pathogens.pdf)

## Rape/Suspected Rape

1. Call 911.
2. Get the victim to a private office free from any disruptions.
2. DO NOT leave the victim alone.
3. Notify the HOS/designee.
4. DO NOT attempt to interview the victim; however, make note of any statements made by the victim,
5. DO NOT allow victim to remove any items of clothing. If victim has removed clothing, bag each piece in its own paper bag using latex gloves.
6. HOS/designee will contact the police department.
7. Get permission from police if the school is to contact parents.
8. If there is a need to handle the media, contact HOS.
9. HOS/designee will ensure a written account of the school's actions are on file.

## Earthquakes

1. If inside a building, stay there.
2. Get as low to the ground as possible and cover your head and neck with your arms.

3. If you can move safely, take shelter under sturdy desks/tables.
4. Stay clear of windows, cabinets, electrical equipment.
5. Stay where you are until the shaking stops.
6. If outside a building, stay there.
7. Get as low to the ground as possible and cover your head and neck with your arms.
8. Stay clear of buildings, trees, power lines.
9. Stay where you are until the shaking stops.

## Tornadoes

If a tornado WARNING is issued for your area:

1. Do NOT dismiss students until warning has been lifted and until you have confirmed with Emergency Management and CO.
2. Take all persons to an area of greatest safety (lowest level of building; interior area; clear of windows and other glass).
3. If there is a need to handle the media, contact HOS. HOS will inform central office of actions. HOS will document actions.

## Shooting Inside Building

1. Notify all on site to implement school intruder plan, which is Move, Secure, Defend.
  - a. Communicate that an intruder is in the building. This will be done by announcing over the PA system or aloud to the group  
**“Lockdown.”** When all clear announce **“All clear”**
  - b. Teachers to quickly scan for any students in the hall and get them into a classroom/room
  - c. Lock down rooms and main office
  - d. Move students toward the wall by doors so that perpetrator cannot see students in room
  - e. Turn off room lights
2. HOS/designee call police (911).
3. Designate person in main office to monitor classroom intercom system (if applicable).
4. DO NOT attempt to go through the building to assess situation. Wait for police.
5. Allow the police to handle the situation upon their arrival.
7. If there is a need to handle the media, contact the HOS
8. Complete incident report at the earliest opportunity.

## Shooting Outside Building

1. Notify all on site to implement school intruder plan: Move. Secure. Defend.
  - a. Communicate that an intruder is in or near the building.
  - b. If students are outside, get to nearest cover or retreat inside building, whichever is closest.

- c. If students are inside, get down low, move to side where windows are located, and stay below windowsill level (out of sight perpetrator)
  - d. Lock down classrooms and main office
  - e. Turn off classroom lights
  - f. If needed, defend.
2. HOS/designee call police (911).
  3. Do not move from position unless instructed by police or school officials.
  4. DO NOT attempt to assess situation. Wait for police.
  5. If there is a need to handle the media, contact the HOS.
  6. Complete incident report at the earliest opportunity.

## Suicide

If a person is in imminent danger:

1. School staff will implement the Crisis Call Protocol
4. Notify HOS/designee.
5. HOS/designee will be responsible for a written account of the event and may engage the crisis team as necessary to determine whether additional steps are needed.

If the person is not in immediate danger but has expressed the thought of suicide:

1. Ensure student safety by keeping him/her in sight at all times.
  1. Do not leave the room. If you must leave the room, ensure student is in your sight at all times.
  2. Do not turn your back to the student
2. Student will be referred to a school counselor or school social worker. If neither are available, school staff member will contact a school administrator for further direction.
3. An administrator and school suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
4. The school suicide prevention coordinator or administrator will contact the student's parent or guardian, as described in the Parental Notification and Involvement section, and will assist the family with urgent referral. When appropriate, this may include calling the Idaho Suicide Prevention Hotline (1-208-398-4357), emergency services, bringing the student to the local Emergency Department or setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
5. Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate
6. HOS/designee will ensure that the situation will be documented and contact proper authorities.



## Weapon Found on Property

1. Don't handle unless necessary. The weapon is evidence.
2. If necessary, to handle, do so with care. Always wear rubber gloves or use a cloth to touch.
3. Have a staff member stay with the weapon.
4. Notify HOS/designee.
5. HOS/designee should call the police (911).
6. Cover the weapon from view of the public (cloth, wastebasket, etc.).
7. Close off human traffic from the area of the weapon.
8. HOS/designee should assign someone to meet police to lead to the weapon's location.
9. If there is a need to handle the media, contact HOS.
10. HOS/designee to complete an incident report.

## Weapon Suspected on Student

1. Possession of a weapon on school property is a crime and is best handled by law enforcement personnel.
2. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.
3. Treat all weapon related information (rumor) to be accurate and plan appropriately.
4. Do not put anyone in harm's way. When faced with a suspected weapon on a person, school personnel should consider the following circumstances:
  - o Type of weapon
  - o Age of suspect
  - o Mental state of suspect
  - o Victim risk factor
  - o Past history of suspect, if known
  - o Suspected location of weapon (on person or elsewhere)

### Action

1. Lockdown.
2. Call police (911).
3. Don't attempt to stop suspect if flight from building is attempted.
4. If possible, try to isolate the weapon (example: if weapon is in a backpack, take backpack away).
5. Attempt, in a non-confrontational way, to get suspect to a private office near an exit.
6. Allow non-essential persons to flee from area.
7. Do not allow access to book bags, backpacks without first checking contents.
8. Avoid confrontation.
9. Notify HOS/designee.

10. HOS/designee will complete an incident report.
11. If there is a need to handle the media, contact the HOS.

## Student Suspected to be Under the Influence of Alcohol or Drugs

Per Idaho Code 33-210, if a student discloses or is reasonably suspected of using or being under the influence of alcohol or any other controlled substance, school personnel will immediately notify their supervisor. The supervisor will notify the HOS, and with the HOS's direction, the supervisor or designee will notify the student's parent/legal guardian and law enforcement in the city/county where reported. The supervisor or designee will provide information regarding the availability of counseling to the student's parent/legal guardian.

Anonymity will be provided to the student; only faculty with a need to know will be notified. An exception may be made to protect the health and safety of others.

"Reasonable suspicion" means an act of judgment by a school employee or independent contractor of an educational institution which leads to a reasonable and prudent belief that a student is in violation of school board policy regarding alcohol or controlled substance use, or the "use" or "under the influence." Said judgment shall be based on training in recognizing the signs and symptoms of alcohol and controlled substance use. ITCA staff will be trained or will refer situation to trained individuals for consultation.

## ITCA Threat Assessment Model

See Appendix for the ITCA Threat Assessment Model.

## ITCA Crisis Call Protocol

**Crisis Definition:** Problem, event, or situation that requires immediate action and is perceived to be beyond the ability of an individual to cope with effectively.

**Background Information:** ITCA staff need to be prepared to appropriately refer students, Learning Coaches, and other individuals in crisis. Listening carefully to the caller will help identify crisis calls.

The first sign in a crisis situation is usually the tone of voice in the caller: a very fast pace, spoken in a rapid panic, or very hesitant and/or emotional. People in crisis often describe themselves as feeling overwhelmed, extremely anxious, hopeless, and having difficulty coping with even the simplest of things because of the stress of the crisis in their lives.

In order to understand the circumstances, we need to remember that some crises are obvious (an assault, bereavement, a cancer diagnosis, an eviction). Other crises may be more psychological or situational and might not constitute a crisis for another person; however, the perception of

a crisis is real for the caller. If someone is already in a vulnerable situation, a small life incident may be enough to cause a crisis in his/her life. If people say they are in a crisis, or act as if they are in a crisis, then this feeling of having a crisis situation needs to be respected.

Some crisis calls require mandatory reporting, such as a child abuse (see “Abuse of a Student” section in Crisis Management Plan).

Some crisis calls occur when an individual makes mention of causing harm towards self or others. Asking short questions of the caller will help you assess whether the individual is in current danger. For example, “Are you alone right now?”, “Are you safe?”, “Do you need an ambulance?”

Depending on the caller’s answers to your questions, it might be necessary to send the police and/or emergency medical services to the caller. If they appear to be in danger, you will need the caller’s name, address, and phone number.

### **Steps of Action**

1. Assess whether the individual is in current danger or if their safety is at risk by others and/or from themselves. You will relay to a coworker, via instant message or email, to place a phone call to the emergency services while you stay on the line with the caller. Provide information on situation and who to call (e.g., police, CPS, other), along with any other notes that can be helpful for the emergency responders to identify or track the caller. If you don’t know who to call, call the local police. Explain to the caller what you are going to do, either dialing 911 or calling for a medical emergency service.
2. Use the name of the caller frequently during the call. Stay on the call until the emergency responders arrive, keeping the individual engaged in the conversation.
  - a. It is important to establish a personal connection with the caller. Be patient and allow the caller the time they need to tell their story on their own. Remember, take note of the caller’s feelings and validate those feelings and maintain a personal tone with the caller.
  - b. Explore the problem that brought on the crisis, helping the caller to identify the incident which may be the cause of their emotional turmoil, something that happened within the last 24 hours, or perhaps something that happened years ago and some other incident has brought it back up. This is not meant to serve as counseling; rather, it is to help center and reframe the situation to deescalate the person enough to access help.
  - c. Explore the closest support to the caller: relatives, friends, and/or other agencies already contacted by the caller. If the caller has had this type of situation before, s/he may already have the support identified but s/he has not contacted them.
3. Try to end the call with an optimistic and positive attitude. Reassure the caller that it may take a while for the crisis situation to diminish. Reinforce and assure the caller they have taken the correct step by asking for help.

Note: Policies and procedures relating to crisis situations provide for ITCA staff to stabilize the caller and immediately connect that caller with the appropriate trained expert who can conduct a lethality assessment and put into action the appropriate protective measures.

## ITCA Crisis Response Team

The ITCA Crisis Response Team consists of various school staff, including all of the trained mental health professionals, such as the school counselors, and school psychologist. Administrative staff will play a role on the Crisis Response Team. This team will collaborate in response to a school wide emergency that can/may result in mental health/psychological distress among student and staff.

### Intervention after Suicide Attempts

When ITCA becomes aware a student or staff member attempted suicide, the school must protect that person's right to privacy. Should a parent or other family member notify the school of a student's suicide attempt, the family should be referred to appropriate community agencies for support services. Family should be directed to the school social worker, or designee, for these resources. Staff response should be focused on quelling the spread of rumors and minimizing the fears of fellow students and staff. Any services provided to the person who attempted suicide must be kept confidential and coordinated with outside service providers, such as a suicide crisis counselor or hospital emergency team.

ITCA becomes involved in managing a suicide attempt crisis if:

1. Rumors and myths are widespread and damaging;
2. Students witness police action or emergency services response; and/or
3. A group of the survivor's friends are profoundly affected by the suicide attempt and request support.

When one or more of the above conditions exists, the following should be implemented:

1. Inform the person providing the information about the suicide attempt not to repeat the information elsewhere in the school.
2. If school office staff members hear the report, inform them not to repeat or give out any information within or outside school unless they are specifically directed to do so.
3. Have the Crisis Response Team member closest to the survivor talk to the most profoundly affected friends and determine the type of support needed.
4. Provide identified peers resources for support services.

### School Reentry for a Student Who Has Attempted Suicide

Refer to the Board Policy 905.5 for reentry protocols

### Risk Assessment Team Procedures

Children who display warning signs or verbalize that they are intending to hurt themselves or others must be referred to a school counselor or school social worker immediately. Teachers and other educators must not email or wait to refer the child to the school counselor. If a school counselor or social worker is not available, then a school administrator needs to be notified immediately.

STEP 1: The school counselor or school social worker will determine level of risk.

STEP 2: The school counselor or school social worker will seek consultation as deemed necessary.

STEP 3: The school counselor or school social worker will determine interventions. A school administrator will be notified.

STEP 4: After the level of risk and interventions is established, the safety plan will be completed with a student at all risk levels. The parent/guardian will be contacted.

Counselors will utilize the agreed upon risk assessment tool.

### Evaluation

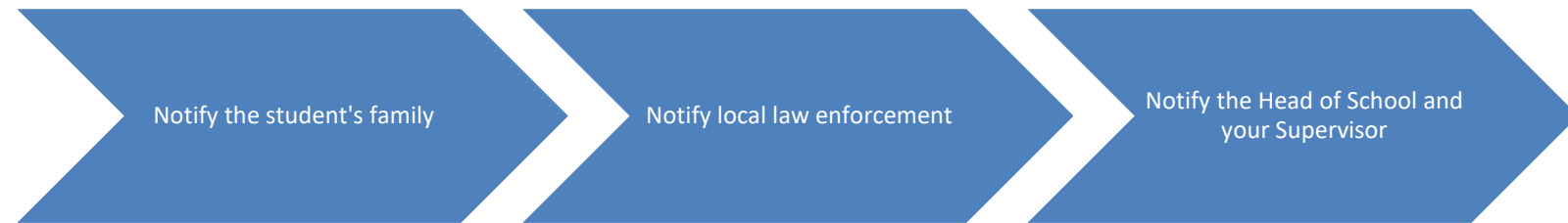
After a crisis situation where the Crisis Management Plan has to be implemented, the ITCA Administration team and staff involved in the crisis will assess the situation, the steps in the crisis management plan, and will update procedures as needed.

## APPENDICES

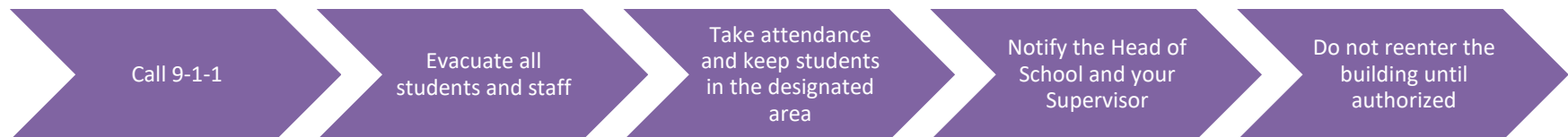
### Emergency Plans

ITCA Office (208) 917-2420  
Monti Pittman (208) 971-3193

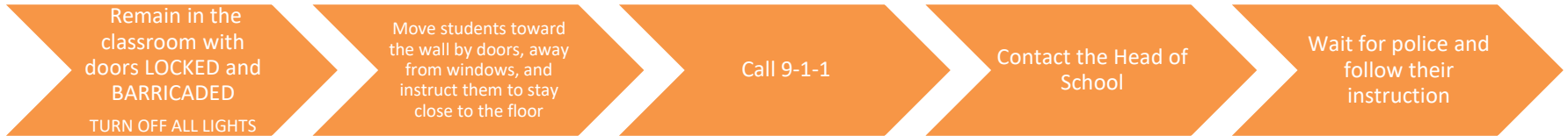
#### Missing Student



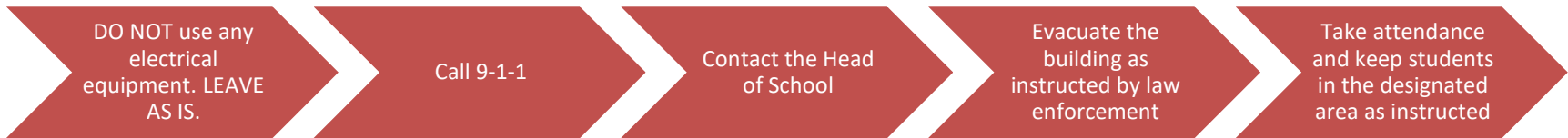
#### Fire Alarm or Bomb Threat



#### Intruder or Hostage



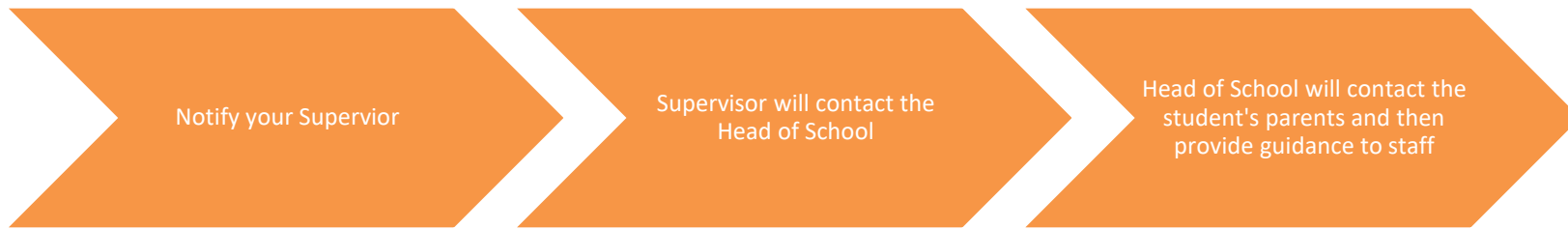
### **Gas Leak**



### **Weapon Suspected on Student**



### **Student Suspected to be under the influence of alcohol or drugs**



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**Student who has expressed intent to harm self or others**





**Note:** The steps outlined in this appendix are intended for quick reference in emergency type situations. They do not contain all the necessary steps and actions that should and must be taken in an emergency. It is essential that you review and understand the Crisis Management Plan in its entirety.



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