



HUMPHREYS COUNTY SCHOOL SYSTEM

DISTRICT EMERGENCY PLAN

August 1, 2009

Document Available for Viewing at www.hcss.org

TABLE OF CONTENTS

FOREWORD

EMERGENCY MANAGEMENT (SAVE Act Indicators 1.0)

Introduction.....	1
Situation and Assumptions.....	3
Concept of Operations.....	4
Specific Roles and Responsibilities.....	8
Administration and Logistics.....	12
Recovery Plan.....	12
Emergency Response Plan Development, Maintenance and Distribution.....	13

PREVENTION AND INTERVENTION (SAVE Act Indicators 2.0)

Indicators 2.1-2.9.....	14
-------------------------	----

POLICIES AND PROCEDURES (SAVE Act Indicators 3.0)

Indicators 3.1-3.14.....	17
--------------------------	----

APPROVAL STATEMENT.....	22
-------------------------	----

DISTRICT INCIDENT COMMAND SYSTEM ORGANIZATIONAL CHART.....	23
--	----

ANNEXES.....	A1-A28
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TEMPLATES FOR EMERGENCY PROCEDURES.....	Confidential
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ICS FORMS.....	Confidential
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Foreword

This Emergency Operations Plan is part of a systematic planning effort on the part of the Humphreys County School System to provide for the care and well-being of its students, faculty and staff. This plan is meant to address extraordinary circumstances wherein the lives and property of individuals are in imminent danger. The procedures outlined in this plan constitute those temporary measures that will be taken to maximize the protection available for threatened individuals, as well as, preparatory measures that should be accomplished during non-emergency time.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of command posts, shelters, staging areas, and evacuation routes may be useful information to potential terrorists or other criminals. Additionally, items of personal information about key personnel or persons with special needs must be available to emergency responders. For this reason, only part of this plan is subject to public scrutiny.

The plan itself is organized into two distinct parts; the "Basic Plan" and a series of checklists, resource listings, and other job aids. The basic plan provides overall concepts and assignments of responsibility. It does not contain great amounts of detail. The detail in the annexes and checklists makes them sensitive and not considered to be public documents. The information in the checklists is arranged by function, recognizing that the evacuation procedures for a bomb threat will work just as well for a winter storm.

This plan is required by Tennessee State Law and meets the criteria set forth in Senate Bill No. 1910 / House Bill No. 1950, Schools Against Violence in Education (SAVE) Act, and has been submitted for approval by the Tennessee Department of Education. The plan is applicable to all staff and students, as well as, to outside contractors and other guests in the school at the time of an emergency. Maintenance and implementation of the plan is the responsibility of those officials elected to the Humphreys County School Board, and its appointed agents.

**Tennessee School Safety Center
Department of Education, Office of School Safety and Learning Support
SAVE Act Compliance Instrument / Self-Assessment**

1.0: EMERGENCY MANAGEMENT

A district and school level emergency response plan (ERP) has been developed in conjunction with local emergency response agencies. The ERP is fluid and integrates a multi-hazard approach to planning, involvement from appropriate stakeholders and establishes an incident command structure synchronized with both district and school level safety teams.

DISTRICT SCHOOL EMERGENCY RESPONSE PLAN

INTRODUCTION

What is an Emergency?

- A. The existence of conditions of disaster or extreme peril to the safety of persons or property caused by air pollution, fire, flood, storm, epidemic, riot, earthquake, intruder or other causes. Such conditions may require response efforts that exceed the capabilities of the school district's personnel, facilities, equipment and services. In such situations, the emergency response would become a collaborative effort involving county, state, and possibly federal assistance.
- B. School district emergencies can be small and easily managed, or they can be large and difficult to manage. Schools must develop the capability to be self-reliant for a period of time until professional response personnel arrive to help.

Purpose of Emergency Response Planning

- A. Schools play a unique role in emergency management. Charged with the safety and care of our children, school personnel have the moral obligation to ensure that they are able to respond appropriately in an emergency situation.
- B. By planning up front for the most likely emergency scenarios, and practicing these plans regularly, school personnel can help ensure that students, faculty, and staff can take the actions necessary to minimize injury and damage, thereby facilitating a more rapid return to normal school operations.
- C. To effectively handle any emergency, a comprehensive School District Emergency Response Plan (ERP) must be developed, as well as, site-specific Emergency Response Plans for each school campus (**SAVE Act Indicator of Success 1.1**). In addition, district and school-level safety teams, with roles and responsibilities aimed at preventing, responding to, and recovering from emergencies must be established (**SAVE Act, Indicator of Success 1.4**).
- D. The Incident Command System (ICS) will be used to manage all emergencies that occur within the Humphreys County School System. All district and school level personnel shall be required to complete training courses enabling them to understand ICS structure and principles and carry out their responsibilities accordingly. Knowledge of the ICS structure will assure coordination and cooperation with municipal and county government and emergency services.
- E. Planning, preparation and training are essential to ensure that school personnel know the proper course of action to be taken in any emergency. Staff must be prepared to evaluate all circumstances and make sound judgments based on the

situation at hand. School staff (including non-certified staff) will receive annual training on the Emergency Response Plan.

- F. All district and school-level ERPs will address and plan for the distinct needs of special populations during an emergency (e.g. disabled students, non-English-speaking students and parents). **(SAVE Act, Indicator 1.18)**
- G. The district, as well as, individual schools must have a Postvention Plan to help staff, students, and parents recover from a tragic incident and return to normal daily operations **(SAVE Act, Indicator 1.7)**. See Postvention Plan Annex.
- H. Students and parents must understand that contingency preparation and procedures are necessary and are conducted for their safety. An overview of all ERPs will be available for viewing on the Humphreys County School System's official website, www.hcss.org **(SAVE Act Indicator 1.23)**.
- I. The Humphreys County School System's District Emergency Response Plan was developed by an emergency planning team made up of representatives from the following sectors:
 - 1. District and school-level personnel
 - 2. Tennessee Emergency Management Agency (TEMA)
 - 3. Humphreys County Emergency Management Agency (EMA)
 - 4. Humphreys County Sheriff's Office
 - 5. Humphreys County 911
 - 6. Humphreys County Fire Department
 - 7. Humphreys County Health Department

HUMPHREYS COUNTY SCHOOL SYSTEM DISTRICT EMERGENCY BASIC PLAN

Situation and Assumptions

- A. The Humphreys County School System is headquartered at 2443 Highway 70 East Waverly, Tennessee. The public school system has a normal population of approximately 3100 students and 500 faculty/staff. The district is composed of ten buildings:
1. **Humphreys County Department of Education**
Address: 2443 Highway 70 East, Waverly, TN 37185
Population: 40 (central office staff, maintenance staff, transportation staff, technology staff)
 2. **Humphreys County Alternative School**
Address: 2443 Highway 70 East, Waverly, TN 37185
Population: Three staff members; student population varies
 3. **Lakeview Elementary School (PreK-8th Grades)**
802 Long Street, New Johnsonville, TN 37134
Population: 51 Staff, 400 Students
 4. **Waverly Elementary School (PreK-3rd Grades)**
Address: 612 East Main Street, Waverly, TN 37185
Population: 85 Staff; 500 Students
 5. **Waverly Junior High School (4th-8th Grades)**
Address: 520 East Main Street, Waverly, TN 37185
Population: 67 Staff; 580 Students
 6. **Waverly Central High School (9th-12th Grades)**
Address: 1325 Highway 70 West, Waverly, TN 37185
Population: 63 Staff; 695 Students
 7. **Humphreys County Vocational Center (9th-12th Grades)**
Address: 1327 Highway 70 West, Waverly, TN 37185
Population: 12 Staff; Student Population: varies
 8. **McEwen Elementary School (PreK-5th Grades)**
Address: 220 Swift Street, McEwen, TN 37101
Population: 84 Staff; 500 Students
 9. **McEwen Junior High School (6th-8th Grades)**
Address: 365 Melrose Street, McEwen, TN 37101
Population: 32 Staff; 300 Students
 10. **McEwen High School (9th-12th Grades)**
Address: 335 Melrose Street, McEwen, TN 37101
Population: 42 Staff; 400 Students
- B. Primary assistance during emergencies will be dispatched through the Humphreys County 9-1-1 system.

C. Humphreys County schools are subject to the following natural disasters and emergencies:

1. Natural Disasters: Tornado, Winter storm, Flooding, Earthquake, Pandemic Influenza;
2. Technological Disasters: HAZMAT Spill, Chlorine Release (most directly affecting Lakeview Elementary School);
3. Human-Caused Emergencies or Disasters: School Violence, Armed Intruder, Fire/Explosion (e.g. cafeteria, science labs), Bomb Threat, Bus Accident, Deliberate Release of Biohazards, Food Poisoning.

CONCEPT OF OPERATIONS (SAVE Act Indicator of Success 1.14)

A. General:

1. Direction and Control- The Director of Schools will serve as the Area Commander for all incidents/emergencies involving Humphreys County schools. As such, the Director of Schools shall be responsible for the following:
 - Setting district emergency policies and procedures;
 - Designating district personnel to serve on Emergency Planning/Safety Teams and to fulfill essential ICS command staff positions (such as Public Information Officer, Logistics Section Chief and Finance/Administration Section Chief);
 - Overseeing the procurement and allocation of resources needed to carry out an emergency response operation;
 - School closings;
 - Evacuation of students to off-campus host facilities (if time permits);
 - Notifying school board members of emergency situations and periodically briefing them on the status of the response effort.
2. The Director of Schools has named the following individuals to serve as Emergency/Safety Coordinators for the Humphreys County School System (**SAVE Act Indicator of Success 1.5**)
 - District Emergency/Safety Coordinator- Kristi Brown, Coordinated School Health Supervisor
 - School-Level Emergency/Safety Coordinators:
 1. Lakeview Elementary School- Danon Hooper, Principal
 2. Waverly Central High School- Robert Martin, Principal
 3. Waverly Jr. High School- Andy Daniels, Principal
 4. Waverly Elementary School- Shirley Link, Principal
 5. McEwen High School- Jerry Honea, Principal
 6. McEwen Jr. High School- Terry Coleman, Principal
 7. McEwen Elementary School- Vicki Spann, Principal
 8. Humphreys County Vocational School- Jill Whitfield, Principal

9. Humphreys County Alternative School- Danny Moran,
Principal

3. The school principal will serve as the on-site Tactical Commander (Incident Commander) until municipal or county First Responders arrive on scene. At this time, command will be transferred to a representative from the primary responding agency and a unified command structure will be established. Under unified command, the Incident Commander will make command decisions in coordination with other response agencies and school personnel.
 - The principal will notify the Director of Schools of any serious incident or emergency situation that occurs on school property or on a school bus within 30 minutes.
 - The principal will immediately go to the designated command post and remain there for the duration of the operation, or until such time as he/she is relieved of duty by the Director of Schools.
 - In the Command Post, the principal will gather and record information necessary to decide what emergency actions need to be taken. The decision of whether to relocate the students, faculty and staff from the danger area (evacuate) to a safer area of the campus, or to try to provide shelter within the school will be made there. If the principal feels that students and staff should be relocated to a facility off campus, he/she will contact the Director of Schools for approval (if time allows), and request the assistance of the Logistics Section Chief (Supervisor of School Transportation) to arrange for buses and/or other modes of transportation.
 - In an emergency situation, school officials will continue only those functions necessary. All personnel and resources will be focused on providing for the safety and well-being of students, staff, and visitors.
 - The principal (IC) will activate the school's emergency response plan, fill any essential ICS positions, complete all required documentation, and maintain command of operations until outside assistance arrives.
- B. Assistance to Emergency Services: In compliance with Humphreys County Emergency Operations Plan, Emergency Support Function 6:
1. All publicly funded schools shall be made available to municipal, county and State of Tennessee officials for emergency planning and exercise purposes, and for actual service as mass care facilities in the event of an emergency.
 2. Provision is made by mutual aid agreement that all bus and transportation vehicles, owned or leased, shall be made available to State, county and municipal officials for emergency planning and exercise purposes, and for actual service in the event of an emergency evacuation.

- C. Every school, in cooperation with municipal and county emergency management agencies, will develop a plan including more specific procedures, responsibilities, duties, and precautions to be followed in the event of natural, technological, or human-caused disasters or emergencies (**SAVE Act Indicator of Success 1.1**). Planning must include school-sponsored events and field trips, as well as, incidents occurring on school campus (**SAVE Act Indicator of Success 1.14**). The school district Emergency Planning Team will provide a template to assist with the development of school-level ERP's.
- D. The school district and/or the school involved in an emergency situation will be responsible for maintaining appropriate documentation of all administrative actions taken during an emergency (**SAVE Act Indicator of Success 1.19**). Such records should include telephone logs, detailed description of events and actions taken, records of injuries and follow-up actions, accounting for administrators, staff and students, notification of parents, parent pick-up documentation, time sheets (volunteer and staff) and any other forms/documentation deemed appropriate by the Director of Schools. Responsibility for completion of these documents must be designated in each school-level ERP.
- E. Succession of Authority to activate this emergency plan and make emergency decisions for the school district is, in order of sequence:
1. Director of Schools- James L. Long
 2. Coordinated School Health Supervisor/Emergency Coord.- Kristi Brown
 3. Supervisor of Instruction- Richard Rawlings
- F. Communications: In the event of an actual emergency, the school principal will notify the Director of Schools, who in turn, will notify the school board president.

See Communications Annex for a detailed description of plans for internal and external emergency communication.

- G. Drills and Exercises: Regular drills will be required at individual schools in order to:
1. Test emergency plans and procedures;
 2. To reveal planning weaknesses;
 3. To reveal resource needs;
 4. To improve coordination with the school district and city/county emergency response agencies;
 5. To clarify roles and responsibilities;
 6. To improve individual performance;
 7. To train students on emergency procedures.

See Staff Training Annex for a list of required drills and professional development courses (FEMA courses).

H. Accountability of Students and Staff

1. The Incident Commander, or Operations Section Chief (if designated), will assign a staff member to check the status of all school personnel and report any injured or missing individuals as quickly as possible to the Command Post.
2. Each school principal will establish a First Responder team consisting of individuals who have received training in CPR, bloodborne pathogens, first aid, general emergency management and the use of an automated external defibrillator (AED). This team will be readily available to manage and care for students, administrators, staff and visitors in the absence of or while awaiting local emergency responders (**SAVE Act Indicator of Success 1.6, 1.14**). The principal will be responsible for maintaining this team and providing a list of team members to the district Emergency Coordinator annually.
3. Individual schools will follow the Humphreys County School System's Standard Operating Procedure regarding the release of students (**SAVE Act Indicator of Success 1.14**). Students will be released only to those known parents/guardians, or individual(s) documented on the Emergency Contact Card. No exceptions will be made.
4. In the event of a major emergency, a Student Release Center will be established and staffed by school personnel. Any parent/guardian wishing to pick up their child will be directed to this location and required to complete a Student Release Form (**SAVE Act Indicator of Success 1.14**).
5. In case of an evacuation, classes will be escorted from the building to pre-designated student evacuation areas or to host facilities located within the community (or outside of the community). Attendance will be taken at the evacuation area/host school and promptly relayed to the Operations Section Chief (if one has been designated) or directly to the Command Post. Secondary (backup) evacuation routes must be included in each school level ERP. (**SAVE Act Indicator of Success 1.14**)
6. If a student is injured during a disaster/incident and requires transport by EMS to a hospital facility, it will be the responsibility of the student's classroom teacher to report this directly to the Command Post for documentation and student accountability purposes.
7. Each school will maintain a portable "Go Kit" that is readily accessible for use in an emergency (**SAVE Act Indicator of Success 1.17**). The principal will designate a staff member to transport the kit to the Incident Command Post upon initiation of an emergency response. The "Go Kits" should contain the following items:
 - Copies of all forms completed in the development of the school Emergency Response Plan (ICS Organizational Chart, Students Needing Assistance...)
 - Master Key
 - Map of building(s), including utilities
 - Map of local streets with evacuation route(s)

- Flash light(s) and batteries
 - First Aid Kit and gloves (latex-free if possible)
 - Faculty/Staff roster (including emergency contacts)
 - Student roster (including emergency contacts for parents)
 - List of students and staff requiring special assistance
 - Master schedule
 - Two-way radios and/or cellular phones
 - Battery powered radio and spare batteries
 - Several legal pads and ball point pens
 - Peel-off stickers and markers for name tags
 - Local telephone directory
 - Lists of district personnel's phone and fax numbers
 - List of emergency phone numbers
 - Daily Attendance Sheet and Check-In/Out Sheet
 - Other items deemed necessary by school administrator
8. Emergency "Go Kits" with designated items will be placed in each classroom and on each bus as funds become available (**SAVE Act Indicator of Success 1.17**). Every classroom and bus will be equipped with a "Go Kit" by August 2011.
- Classroom "Go Kits" should contain the following items:
- Classroom rosters with a photo of each student
 - Map of evacuation route(s)
 - Basic First Aid Kit
 - Legal pad and pens/pencils
 - Daily attendance sheet
 - If teacher is part of a "buddy system," a copy of the other teacher's roster (including student photos) is needed
 - List of student with special needs (disability, medications, special diet, etc.)
 - Other items deemed appropriate by the school principal or classroom teacher
9. Special Needs Populations: The school will be responsible for identifying staff and students with special needs (language, physical and other) and designating individuals to assist and support them during emergencies (**Save Act Indicator of Success 1.18**).
- The Special Education Supervisor recommends a ratio of one adult assistant for every two Severely Emotionally Disturbed (SED) students in the event of an off-campus evacuation.

SPECIFIC ROLES AND RESPONSIBILITIES

A. Director of Schools:

1. Serve as Area Commander during emergency situations;
2. Maintain district Emergency Response Plan and operating procedures in a current and usable state;

3. Maintain a District Emergency Planning Team that meets, at a minimum, twice each year (**Save Act Indicator of Success 1.4**).
 - i. Conduct/Review Safety Needs Assessment of all schools, including both structural and nonstructural hazards in the classroom, on campus, and in the immediate community. School Resource Officers will assist school emergency planning teams with the completion of these safety assessments (**SAVE Act Indicator of Success 1.9**);
 - ii. Update/Modify District ERP as needed, based upon the results of the safety needs assessments and the identification of new potential hazards or safety issues (**SAVE Act Indicator of Success 1.22**);
 - iii. Annually review individual school ERP's to ensure that they are current and meet Tennessee SAVE Act Requirements (**SAVE Act Indicator of Success 1.22**).
4. Designate district personnel to serve as Public Information Officer (PIO), and Safety Officer during school-related emergencies;
5. Keep school board members apprised of the emergency situation;
6. Assume fiscal responsibility for any equipment/supplies purchased or rented by school staff during an emergency response effort;
7. Consult with the school principal and other emergency responders involved in a Unified Command to provide information and assistance as needed.

B. District Public Information Officer:

1. The public has the right and need to know important information related to an emergency/disaster at the school site as soon as it is available.
2. The District PIO will serve as the official spokesperson for the school site.
3. The District PIO will consult with the Incident and/or Unified Command Post to develop media releases that are consistent, accurate and timely.
4. If the media is on campus and the District PIO is not available, a school-level PIO will assume the duties of official spokesperson for the school until the District PIO arrives.

C. District Safety Officer: If needed, the Safety Officer will be the District Maintenance Supervisor. The Safety Officer will:

1. Serve on the District Emergency Management Team;
2. Ensure that response activities involving school personnel are conducted in as safe a manner as possible under the existing conditions;
3. Identify and mitigate safety hazards and situations;
4. Stop or modify all unsafe operations;
5. Ensure that responders use appropriate safety equipment;
6. Think ahead and anticipate situations and problems before they occur;
7. Anticipate situation changes, such as cascading events, in all planning;
8. Keep the Incident Commander (or Unified Command) advised of any problem areas that need, or will require solutions.

- D. Logistics Chief: If needed, the Logistics Chief will be the District Transportation Supervisor. The Logistics Chief will:
1. Serve on the District Emergency Planning Team;
 2. Develop and maintain plans for bus emergencies (**SAVE Act Indicator of Success 1.11**);
 3. Provide emergency training for bus drivers;
 4. Determine the number and types of transportation needed for student evacuation to an off-site host facility (**SAVE Act Indicator of Success 1.10**);
 5. Coordinate availability of buses and drivers;
 6. Work with municipal/county transportation supervisors to ensure optimum utilization of resources.
- E. All other Incident Command System (ICS) positions will be established on an as needed basis (extreme emergencies) and staffed with school-level personnel. These personnel should be designated during the planning process and trained to assume the roles and responsibilities associated with their position.
- F. Once emergency responders arrive on scene, incident command will be transferred from the school administrator to a representative from the primary response agency. The school administrator will become part of the Unified Command structure. All other school personnel will assume responsibility for maintaining student accountability and providing for the needs of the student body.
- G. If school-level ERP's call for assigning classroom teachers to ICS positions, plans must be in place to develop a teacher "buddy system" to ensure that all students are supervised properly. Teacher (or staff) buddies should:
1. Be based on classroom proximity.
 2. Have copies of both class rosters.
 3. Be aware of any special needs students in their care.
 4. Evacuate to the same area or go to the same safe area of the school.
- H. District Staff (Central Office):
1. Supervisor(s) of Instruction- will serve as advisors to the Director of Schools, and assume responsibilities delegated by the Director. Supervisors of Instruction will serve on the District Emergency Planning Team.
 2. Coordinated School Health Supervisor will be the Emergency Coordinator for the district (**SAVE Act Indicator of Success 1.5**) and will:
 - i. Ensure compliance with all Tennessee laws regarding emergency planning for both the district and individual schools.
 - ii. Facilitate District Emergency Planning Team meetings.
 - iii. Ensure that school staff receives the required emergency response training.

- iv. In the absence of the Director of Schools, have the authority to activate the District Emergency Response Plan and make decisions on behalf of the school district.
 3. Office Manager- will oversee emergency expenditures; Responsibilities include:
 - i. Maintaining records of overtime and emergency expenditures.
 - ii. Procuring emergency supplies and equipment, as needed.
 4. Food Service Supervisor- will notify cafeteria personnel of the emergency situation. If necessary, serve meals to students and others who may be confined to school building(s); Coordinate special needs with food suppliers. He/She will serve as a member of the district Emergency Planning Team
 5. School Nursing Supervisor- Responsibilities include:
 - i. Serving on the District Emergency Planning Team.
 - ii. Assisting with annual review of emergency response plans and checklists.
 - iii. Review procedures and prepare for continued supply of medicines for students with special needs and common student population maladies.
 - iv. Package and move student medical records to a host facility (if needed).
 - v. Assist emergency responders in identifying those students/staff who may need special assistance.
 - vi. Provide CPR, First Aid, and AED training for school staff serving on First Responder teams.
 6. Special Education Supervisor- Responsibilities include:
 - i. Serving on the District Emergency Planning Team
 - ii. Providing guidance on the care of special needs students (e.g. mentally and emotionally disabled students).
 - iii. Assigning personnel to stay with special needs students throughout the duration of the emergency.
 7. Office Clerks will staff the emergency phone bank established at the Central Office. The phone bank will be activated in the event of a disaster and provide multiple local numbers for parents/community members to call for information.
- I. Parents:
1. Should become familiar with the plans and procedures for ensuring the safety of their children in the event of an emergency/disaster and comply with all components. District and school-level plans will be available for viewing at www.hcss.org.
 2. Tune to local radio for information and instructions during an emergency.

ADMINISTRATION AND LOGISTICS

A. Administration:

1. Parents will be informed of the provisions of this plan, as well as, school-level plans, through student take-home literature, the student handbook, and the school district's website.

B. Logistics:

1. Should a school's resources prove to be inadequate to accomplish response objectives, the Director of Schools will task other schools for assistance.
2. Any unmet resource needs will be reported to the Humphreys County Emergency Management Agency.
3. Written Memoranda of Understanding (MOU) between the Humphreys County School System and other governmental agencies are not required under TCA-58-8-101 (State Mutual Aid Agreement) in order to receive emergency assistance. However, all verbal requests for assistance shall be confirmed in writing to the responding party(ies) within thirty (30) days of the initial request. Parties shall keep records of all requests made for assistance. In the event that emergency assistance is sought from a private, non-governmental agency, it will be the responsibility of the school system to secure a written MOU with that agency describing the type of assistance needed, the amount of personnel, equipment and/or supplies needed, and an estimate of the amount of time that resources will be needed (**SAVE Act Indicator of Success 1.2**). MOU's may be secured during non-emergency times if partnerships with potential community resources are established (i.e. mental health providers).

RECOVERY PLAN

- A. The plan described in the Postvention Annex is designed to help the school district prepare for psychological recovery from a school tragedy. It focuses on three main principles: (1) fear reduction, (2) facilitation of the grieving process, and (3) promoting education. Implementation of this plan will begin the first school day after the trauma has occurred (**SAVE Act Indicator of Success 1.7**).
- B. The Humphreys County School District has begun exploring the issues associated with a Continuity of Operations Plan (COOP) that would allow us to continue mission-critical operations following an event that results in significant loss of personnel and/or extended school closing (e.g. Pandemic Flu, destruction of a school facility by a tornado) (**SAVE Act Indicator of Success 1.22**). A separate plan is currently being developed to address such issues as:
 1. Continuation of vital administrative functions
 2. Relocation of students
 3. Policies for securing temporary personnel (e.g. teachers, support staff)Deadline for completion: July 31, 2010

EMERGENCY RESPONSE PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

- A. As elected officials, the Humphreys County School Board has responsibility for the execution of district emergency plans.
- B. The Tennessee Department of Education has responsibility for oversight of school district emergency planning.
- C. The Director of Schools will coordinate the development and maintenance of the district emergency plan, and ensure that individual schools prepare, practice and review school-level plans specific to their location. Each school's Emergency Planning Team must complete their review of the existing ERP, make any necessary updates, and submit the revised plan to the District Emergency Coordinator by the end of July each year (**Save Act Indicator of Success 1.22**).
- D. The basic district emergency response plan will be distributed to:
 - 1. Each public school in Humphreys County
 - 2. Each member of the Humphreys County School Board
 - 3. The Humphreys County Department of Education
 - 4. The Humphreys County Sheriff's Office
 - 5. The Waverly Department of Public Safety
 - 6. The McEwen Police Department
 - 7. The New Johnsonville Police Department
 - 8. The McEwen Fire Department
 - 9. The New Johnsonville Fire Department
 - 10. The Humphreys County Fire Department
 - 11. The Humphreys County Emergency Management Agency
 - 12. Humphreys County E911
 - 13. Three Rivers Hospital
- E. School maps and floor plans are on file and available for review at the Humphreys County Department of Education. Copies of these maps and floor plans have been given to each city's emergency response agencies (**SAVE Act Indicator of Success 1.3**).
- F. Additional copies of this plan can be obtained by writing to the Coordinated School Health Supervisor at the following address:
 - Humphreys County Department of Education
 - 2443 Highway 70 East
 - Waverly, TN 37185
- G. The basic district emergency response plan will be available for review on the Humphreys County School System's website, www.hcss.org.

2.0: PREVENTION AND INTERVENTION

Some emergencies can be prevented and/or mitigated. School safety planning includes taking appropriate steps to prevent problems from developing in the first place. Districts should attempt to defuse a crisis before it occurs by creating supportive learning environments that strive to reduce potential risks to the greatest extent possible. This includes training administrators and staff to identify students who exhibit early warning signs for the potential use of violence.

HUMPHREYS COUNTY SCHOOL SYSTEM DISTRICT EMERGENCY RESPONSE BASIC PLAN

SAVE Act Indicators of Success

- 2.1** The guiding philosophy and mission of the district and schools is central to student success, invokes high levels of staff support, and fosters a safe and supportive school climate.

The mission of the Humphreys County School System is to provide a safe, supportive learning environment that will allow each child the opportunity to acquire a quality education and to inspire in all the desire to achieve his or her “personal best” physically, socially, and emotionally. This mission statement is included on the school system’s website, www.hcss.org.

Each individual school has its own mission statement that is displayed in the school building, and included in the student handbook.

- 2.2** Administrators, staff and transportation personnel are trained to identify the early-warning signs associated with students who pose a potential threat to others or themselves including training in threat assessment and crisis intervention.

The Humphreys County School System will create a tiered professional staff development plan by September 30, 2009 that includes the following general categories: (1) Positive Social Skills, (2) Healthy Lifestyles and (3) Violence Prevention. Various topics falling within these main categories will be presented on a three-year rotational basis. Staff training on threat assessment and crisis intervention will be included under the Violence Prevention category. (See 2.4 below)

- 2.3** The school district has established linkages to local mental health agencies, including a mobile crisis team/postvention team that will support schools during the recovery phase of a crisis.

See Postvention Plan Annex

- 2.4** Administrators, staff and transportation personnel are provided in-service training to teach positive social skills, healthy lifestyles, and violence prevention and fuse these topics into the curriculum. Topics might include the following: alcohol, drugs, tobacco, suicide, violence prevention, conflict resolution, character education, communication/decision making, health and wellness education, internet safety, problem solving, sexual harassment, social skills, teamwork, and other appropriate training events.

The Humphreys County School System will create a tiered professional staff development plan by September 30, 2009 that includes the following general categories: (1) Positive Social Skills, (2) Healthy Lifestyles and (3) Violence Prevention. Various topics falling within these main categories will be presented on a three-year rotational basis. The district Supervisor of Instruction in charge of professional development, in collaboration with the Director of Schools, will be responsible for developing and overseeing this plan and integrating it into the annual in-service schedule.

- 2.5** Students have access to licensed school counselors who are implementing the *Tennessee Comprehensive School Counseling Model* and are empowered to make recommendations to outside social service agencies that can assist the student with his or her particular needs.

All schools within the Humphreys County School System employ licensed school counselors who are implementing the *Tennessee Comprehensive School Counseling Model*. Every student has access to individual counseling provided by the school counselor, as needed. All counselors are empowered to make recommendations to community social service agencies if a student has needs that exceed the scope of his/her expertise.

- 2.6** Parents, students and the community are partners with the district and school and take an active role in the collective responsibility for the safety of the schools.

Parents, students and community members are active partners with the Humphreys County School District, as well as, the individual schools within our system. Numerous planning teams, such as the Coordinated School Health Advisory Council and individual Healthy School Teams, Parent-Teacher Organizations, Safe and Drug-Free Schools Teams, and School Improvement Planning teams seek membership from these sectors.

- 2.7** Schools annually conduct climate assessments. Assessments cover topics such as the following: student discipline, gangs, violence, bullying (including cyber bullying), the perception of threats by students, and other safety concerns. The results of the assessments are used to develop a plan of action.

Student surveys (such as the Prevention Needs Assessment Survey and/or the Youth Risk Behavior Survey) are administered annually across the school system and cover the topics described above. The results of these surveys are provided to each school administrator, as well as, to district supervisors, the school board, and the Director of Schools. Administrators and supervisors are encouraged to use this information as they develop school improvement plans, staff development activities and student programs/curricula. Survey results are used by the Humphreys County Office of Coordinated School Health to develop annual action plans, as well as, to track changes in student attitudes and behaviors and evaluate CSH programs and

activities. The Coordinated School Health Supervisor at the Humphreys County Department of Education keeps copies of the previous three years reports on file.

Areas identified as “needing improvement” will be integrated into the professional staff development plan described in Indicator 2.2.

- 2.8** Alternatives to suspension and expulsion have been built into the disciplinary policy and are appropriately and consistently used. Alternative education programs utilize best practices in the field as outlined in *Tennessee’s Model for Alternative Education*.

The Humphreys County School System’s disciplinary policy (300.60) includes alternatives to out-of-school suspension and expulsion that are considered on a case-by-case basis as Tennessee State Law allows. Many students who are brought before a Disciplinary Hearing are placed in the Humphreys County Alternative School for a designated time period and are allowed to complete their regular academic courses for full credit. The Humphreys County Disciplinary Policy is available for review at the Department of Education.

- 2.9** Students have opportunities before and after school to participate in extended learning and recreational activities.

The Humphreys County School System provides after school enrichment activities through the Twenty-first Century Community grant program for students attending elementary Title 1 schools. The Twenty-first Century Community grant action plan is available for review at the Humphreys County Department of Education.
(Program Director, Mr. Michael Mott)

3.0: POLICIES AND PROCEDURES

Carefully developed policies and procedures can help to reduce emergencies and compliment your existing emergency response plan (ERP). Effective policies and procedures outlining specific actions regarding day-to-day operations can help prevent, or reduce the chances of an emergency and/or crisis.

**HUMPHREYS COUNTY SCHOOL SYSTEM
DISTRICT EMERGENCY RESPONSE BASIC PLAN**

SAVE Act Indicators of Success

- 3.1** The district and all schools have a written code of conduct based on stakeholder input that is revised annually, ensures safe and disciplined classrooms, avoids technical jargon, and is clearly communicated to staff, students and parents. (i.e. commonly found in the student handbook)

Each Humphreys County school has a written code of conduct that clearly explains what is considered to be inappropriate and unacceptable student behavior on school property and at school-related activities, and sets forth consequences for such behaviors. This code is included in the District Policy Manual (3.400), as well as, the student handbook. The handbook must be signed by the student, and the signature page returned to the administration at the beginning of each school year indicating that the student has read and understands the information contained therein.

- 3.2** Consistent with *Tenn. Code Ann. § 49-6-1016*, the school district has implemented a policy prohibiting and responding to an incident of harassment, intimidation, and bullying. This policy should be included in the code of conduct.

The Humphreys County School System has adopted a district policy prohibiting and responding to incidents of harassment, intimidation, and bullying. The Student Harassment/Intimidation/Bullying Policy is included in the District Policy Manual (3.406) and is included in the student handbook.

- 3.3** The district has a formal procedure to receive, investigate, and respond to threats, an actual incident of violence, or other misconduct by students or staff.

Included in District Policy Manual: Student Behavior and Discipline Policy (3.400); Student Suspension Policy (3.401); See also, Administrative Operating Procedure #2, Referral to Disciplinary Hearing Authority.

- 3.4** The State Board of Education's *Unsafe School Choice Policy* is implemented and regularly communicated to administrators, teachers, staff and students.

The *Unsafe School Choice Policy* is fully implemented and regularly communicated to administrators, teachers, staff and students. It is included in the District Policy Manual (Policy 1.104) and referenced in the student handbook.

- 3.5** A memorandum of understanding exists when a school resource officer is assigned to a particular school building. The MOU designates the SRO's role within the

school environment and their responsibilities during an emergency. Furthermore, a MOU exists between the district and a local mental health agency.

MOU's between the Humphreys County School System and the Waverly Police Department and the McEwen Police Department are on file at the Humphreys County Department of Education and available upon request.

Currently, no MOU exists between the Humphreys County School System and a local mental health agency. This deficiency will be addressed in the district Postvention Plan (See Postvention Annex).

- 3.6** The district has formal procedures in place that limit access to each educational facility to authorized students, administrators and staff. Procedures include a clearly marked and centralized point for screening all visitors. Each facility also has procedures for securing the school after hours and/or when unoccupied.

The Humphreys County School System has standard operating procedures in place to monitor visitors on school campuses. All visitors must report immediately to the school office and sign in, giving their name, time of day, the name of the person they are visiting, and the purpose of the visit. Visitors will receive a Visitor's Pass that must be worn in a visible location for the duration of the visit. All visitors must sign out before leaving the school. These procedures are included in each student handbook, as well as the district Administrative Operating Procedure manual. Signs directing visitors to check in at the school office are displayed on every school campus in prominent locations. The administrator of each school facility, or his designee (e.g. Assistant Principal, custodian, etc.), is responsible for securing all school entrances after regular hours and/or when unoccupied.

- 3.7** Consistent with *Tenn Code Ann. §49-5-413* the school district has conducted criminal history/background checks of all teachers and other employees working in close proximity to school children or children in a childcare program. Pursuant to the legislation cited above, history/background checks are conducted on all vendors having direct contact or access to the grounds of a school or childcare center when children are present.

The Humphreys County School System conducts criminal history and/or background checks of all individuals working in close proximity to school children, including all vendors having direct contact or access to the school grounds when children are present. Background checks/criminal histories are included in staff personnel files and maintained at the Humphreys County Department of Education.

- 3.8** The district has a policy that prohibits weapons on or in any educational facility. This policy has been communicated to administrators, staff, transportation personnel, students, parents and the community. Signs are posted in each facility that indicates the existence of this policy.

A district policy is in place that prohibits weapons on or in any educational facility. Details of this policy are included in the Student Behavior/Discipline Code and referenced in the Student Handbook. Signs are posted throughout the schools reminding students and visitors of this policy and informing them of the school's right to search lockers and personal belongings. In addition, school personnel are informed of *Tenn Code Ann. §39-17-1309* which states that "It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed... any weapon not used solely for instructional or school-sanctioned ceremonial purposes, in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any other property owned, used or operated by any board of education, school..." and any violation of this law is a Class E felony.

- 3.9** The district has an approved Safe and Drug-Free Schools plan that is based on an annual needs assessment involving all appropriate stakeholders and includes the mandated advisory council or committee. The district annually revises programs funded under SDFS based on the needs of that particular district and in coordination with school climate assessments.

The Humphreys County Safe and Drug-Free Schools and Communities Plan is updated annually by the Title IV and Title I Supervisors. A Needs Assessment is based upon data collected via surveys of all 6th, 8th, 10th, and 12th grade students, as well as, input from parents and other appropriate stakeholders. The Humphreys County Drug Alliance / HEAT Anti-Drug Coalition serves as the mandatory advisory council for the SDFS program. This organization is made up of twelve community sectors including representatives from: law enforcement, local government, the faith community, business, media, students, parents, other youth serving organizations, healthcare, school system, and the judicial system. The Federal Projects (Title 1) Supervisor maintains a copy of the SDFS plan at the Humphreys County Department of Education.

- 3.10** A certified fire marshal inspector has conducted an annual fire safety assessment of all educational facilities to ensure compliance with the guidelines set forth. Deficiencies are immediately addressed and remedied based on the inspector's findings.

The State Fire Marshall inspector conducts an annual fire safety assessment of all educational facilities and provides the school administrator with a report of his/her findings. Copies of this report are also given to the district Maintenance Supervisor and Director of Schools. Deficiencies are addressed as soon as possible, dependent upon the availability of funds. These reports are maintained at the district Transportation Office and at each individual school.

- 3.11** The district has developed and implemented procedures for verifying that required and planned emergency drills have been conducted at each school.

Furthermore, the district has participated in functional exercises that help assess emergency readiness.

Each school administrator is required to maintain documentation of all emergency drills conducted throughout the school year. Fire and tornado drills are required annually. A plan has been included in the District ERP to conduct other important drills on a rotational basis. The district has actively participated in emergency response trainings (FEMA courses), planning meetings, and other exercises to assess emergency readiness and better prepare for any situation that might occur on school campus. Emergency drill documentation is maintained at each school office. Documentation of staff trainings, meetings, and exercises are maintained at the Humphreys County Department of Education.

- 3.12** The district has adopted procedures for responding to reports of a firearm on campus. Procedures include the immediate notification of local law enforcement as required by *Tenn Code Ann. § 49-6-4209*. Furthermore, the procedure is communicated to administrators, staff and transportation personnel.

Procedures for responding to reports of a firearm on campus are included in the district's Student Discipline/Code of Conduct Policy (300.60). Procedures do include immediate notification of local law enforcement as required by *Tenn. Code Ann. § 49-6-4209*.

- 3.13** When the school district negotiates contracts with outside agencies, the district specifies appropriate measures to ensure the safety and general well being of students benefiting from those services (i.e. requiring an emergency response plan, training, drills, etc.).

The Humphreys County School System does not currently contract services (such as bus transportation) with outside agencies. Such services are provided by the school system, and employees are required to follow all safety and emergency procedures set forth in the district and school-level Emergency Response Plans (ERP). If, in the future, the school system negotiates a contract with an outside agency to provide services directly affecting the student body or school staff, a Memorandum of Understanding will be required stating that the agency has an emergency response plan in place, and that the staff have been trained in the implementation of that plan.

- 3.14** The district has procedures in place that designate when and who has the authority to activate the district and school-level emergency response plan (ERP).

Refer to Section 1 of the Humphreys County District ERP, Concept of Operations Subsection E. The Director of Schools has primary authority to activate the district ERP. In the absence of the Director, the Supervisor of School Health and Safety shall assume this authority. If this supervisor is unavailable, the Supervisor of Instruction shall activate the ERP. At the school level, the principal will have the

primary authority to activate the school's ERP and immediately notify the Director of Schools of his/her action.

ANNEXES

INTERNAL AND EXTERNAL EMERGENCY COMMUNICATIONS PLAN

EMERGENCY PREPAREDNESS TRAINING AND EXERCISE PLAN

EMERGENCY RESPONSE PLAN FOR SCHOOL BUS RELATED INCIDENTS

EMERGENCY RESPONSE PLAN FOR PANDEMIC INFLUENZA

PLANNING FOR THE PSYCHOLOGICAL AFTERMATH OF SCHOOL TRAGEDY

HUMPHREYS COUNTY POSTVENTION PLAN

EMERGENCY RESPONSE TO A HAZMAT INCIDENT

HUMPHREYS COUNTY SCHOOL SYSTEM

INTERNAL AND EXTERNAL EMERGENCY COMMUNICATIONS PLAN

Introduction

Purpose: The school district's emergency communications plan is designed to:

1. Allow building-level administrators to communicate directly with students and staff during an emergency situation (Internal Communication);
2. Improve communications between bus drivers, the central office, and community first responders (Internal and External Communication);
3. Ensure that an internal and external communication plan is in place to facilitate the rapid and secure distribution of critical emergency information (**SAVE Act Indicator of Success 1.15**).

Current Status: The Humphreys County School System does not currently possess the technology necessary to adequately communicate with law enforcement, fire departments, and other first responders in the event of an emergency on school campus or on a school bus. Most schools have an insufficient number of two-way radios for internal communication, with one school having only walkie-talkies available. These radios and "walkies" do not allow communication with central office staff, law enforcement and other first responders. Currently, the only means of external communication is by telephone (either land line or mobile). When emergencies occur at school, parents, community members, and the media saturate landlines wanting information about the situation and inquiring about the safety of their children. These telephone lines are not "free" for communication with first responders. Though most school staff have cellular telephones, lack of service in some areas limits their dependability and usefulness in an emergency. Buses are ill equipped as well. Each bus driver has a two-way radio that allows him or her to communicate with the bus garage only. If an emergency occurred while in route, the driver could not contact 911 and initiate an immediate emergency response.

Humphreys County is in the process of converting to a new trunking radio system. When this new system becomes functional, the radios that are presently being used at each school will not be compatible. New two-way radios will be required in order to provide external communications with community responders. Because Humphreys County is currently in transition, the district emergency communications plan will be divided into two components: 1) Communications Plan utilizing existing resources, and 2) Long-Range Communications Plan.

Emergency Preparedness

Emergency Communications Plan Utilizing Existing Resources:

Internal Communications: among school administrators, emergency team members, other school staff, and the student body.

LONG TERM GOAL (To be achieved by May 31, 2011)

District Supervisors, School Administrators, Public Information Officer, and School Resource Officers will be required to complete *IS-300 Intermediate ICS for Expanding Incidents*.

District Supervisors and other policy-makers must complete *IS-400 Advanced ICS*.

SUSTAINMENT PLAN: School principals will annually review all staff training requirements and report any deficiencies to the district emergency coordinator by the end of September. The emergency coordinator will then ensure that the appropriate courses are available online, or schedule instructors to teach courses requiring classroom attendance.

HUMPHREYS COUNTY SCHOOL SYSTEM
EMERGENCY PREPAREDNESS TRAINING AND EXERCISES PLAN
(SAVE Act Indicators of Success 1.13, 1.20)

Introduction

Purpose:

1. Establish a district-wide plan for the provision of emergency preparedness training for all school personnel;
2. Set requirements for school-level emergency exercises/drills (SAVE Act Indicator of Success 1.20).
3. Become compliant with the NIMS Implementation Matrix for State and Territories (SAVE Act Indicator of Success 1.8)
4. Ensure that each individual falling under the Incident Command System (ICS) has assigned and designated responsibilities during an emergency and has received training accordingly (SAVE Act Indicator of Success 1.13).

Emergency Preparedness

1. Annual training sessions shall be conducted on the district/school Emergency Response Plans (ERP), staff duties, and related procedures.
2. School administrators will be required to train all substitute teachers on school-level emergency response procedures annually. Substitute teachers must be aware of basic emergency procedures, evacuation routes, and the location of classroom “go kits.” In addition, each substitute should be assigned a “buddy teacher” to assist them in the event of an actual emergency.
3. Each school administrator will be responsible for arranging a “walk through” of the school campus with a representative from the local fire department and police department (or Sheriff’s Office) to ensure familiarity with the facilities. Any additions or modifications to existing buildings should be reported to these agencies, and changes should be made to campus maps.
4. The District Transportation Supervisor will be responsible for training all bus drivers on the District Emergency Response Plan annually.

Drills Required Annually

The Humphreys County School System will develop, disseminate and implement emergency drills/procedures for each of the following:

1. Evacuation (to primary and alternate locations)- Fire Drills (as required by the Fire Marshall) meet this requirement
2. Severe Weather/Tornado Drill
3. Lockdown

Required Exercises

When appropriate, these exercises should be conducted in coordination with local response agencies to more accurately simulate the emergency scenario.

1. At least once every two years, an Armed Intruder drill (resulting in school lockdown) will be conducted in collaboration with local law enforcement. This drill should be conducted in the absence of students, and allow officers to show school staff how they will respond if they receive confirmation that there is an active shooter on campus.
2. At least once every two years, a Shelter-In-Place exercise will be conducted at each school. Teachers will learn and practice the procedures for “sealing off” a classroom (and other areas of the school building deemed appropriate by the principal) in order to prevent toxic fumes from entering during a HAZMAT emergency. Each principal will decide whether or not to include students in this exercise.
3. At least once every two years, a Reverse Evacuation drill (moving from outdoors to indoors) will be conducted. EXAMPLE: The National Weather Service announces a tornado warning for Humphreys County during a home football game.

Post-drill and exercise briefings should be held upon completion of each drill/exercise to identify and address any problems that occurred during implementation of the emergency response plan.

All students will be trained in emergency procedures. The degree of training provided will depend upon the age of the target group, and will be at the discretion of the principal. By allowing students opportunities to practice emergency procedures regularly, they are better prepared to act calmly and rationally in the event of an actual emergency.

Staff Training Requirements

SHORT TERM GOAL (To be achieved by May 31, 2010)

General Staff: All professional and non-certificated school employees will be required to complete FEMA’s Independent Study Program course *IS-100.SCa. Introduction to the Incident Command System for Schools*, and provide a copy of their Certificate of Completion for documentation. School administrators will be responsible for ensuring that their staff members complete this requirement. Additional course requirements may be implemented in the future if directed by the State of Tennessee to become National Incident Management System (NIMS) compliant.

Beginning in the 2010-2011 school year, all new hires will have six months to complete this requirement.

District Supervisors, School Administrators and School Emergency Response Teams will be required to complete the courses listed below (in addition to IS-100.SCa):

- *IS-700 An Introduction to the National Incident Management System*
- *IS-800 An Introduction to the National Response Framework*
- *IS-200 ICS for Single Resources and Initial Action Incidents*

LONG TERM GOAL (To be achieved by May 31, 2011)

District Supervisors, School Administrators, Public Information Officer, and School Resource Officers will be required to complete *IS-300 Intermediate ICS for Expanding Incidents*.

District Supervisors and other policy-makers must complete *IS-400 Advanced ICS*.

SUSTAINMENT PLAN: School principals will annually review all staff training requirements and report any deficiencies to the district emergency coordinator by the end of September. The emergency coordinator will then ensure that the appropriate courses are available online, or schedule instructors to teach courses requiring classroom attendance.

HUMPHREYS COUNTY SCHOOL SYSTEM

EMERGENCY RESPONSE PLAN FOR SCHOOL BUS RELATED INCIDENTS

Purpose: To consider the most common, and most probable, emergency situations that could arise while transporting students by school bus, and provide drivers with clear guidelines to facilitate a timely, effective response to those situations, thereby, decreasing the severity of damage, injury and/or loss of life (**SAVE Act Indicator of Success 1.11**).

It will be the responsibility of the Transportation Supervisor to review and update the Emergency Response Plan for School Bus Related Incidents annually. Updated versions of the plan must be submitted to the District Emergency Coordinator by the end of July each year. All bus drivers (including substitute drivers) will receive annual training on the Emergency Response Plan for Bus Related Incidents, as well as, the District Emergency Response Plan in order to ensure proper application of all components in the event of an actual emergency/disaster.

The following emergency bus situations will be addressed in this plan:

1. Physical Altercation
2. Medical Emergency
3. Accidental Injury
4. Bus Accident
5. Winter Storm
6. Imminent Tornado

Also included: Procedures for School Evacuation

Physical Altercation

If a physical altercation arises between two or more students while on the school bus, the driver will:

1. Stop the bus as quickly and safely as possible;
2. Use his/her best judgment to try to de-escalate the situation and stop the fight. The bus driver is not required to physically try to break up a fight between students, if he/she feels that his/her safety would be in jeopardy.
3. If the driver is able to stop the altercation, and the bus is close to the school campus, he/she will immediately notify the Transportation Office and return to the school. The Transportation Office will contact the school principal, have him/her meet the bus as it arrives, and assume responsibility for the students involved in the altercation.
4. If the driver is not close to the school campus, he/she will notify the Transportation Office, stop the bus at a safe location, and wait for the Transportation Supervisor to arrive and assume responsibility.

5. If the driver is not able to stop the altercation, or if the safety of the other students on board is threatened, the bus driver will stop the bus at a safe location and notify the Transportation Office. The Transportation Office will immediately contact E911 and request police assistance. The driver's primary responsibility at this point is to protect the other students from harm. This may require removing them from the bus and staging them at a distance away from the altercation.
6. The driver will maintain contact with the Transportation Office and inform them of the status of the situation.

Medical Emergency

1. Each school principal is responsible for notifying bus drivers of students on their route who have special medical conditions that could result in a medical emergency.
2. The school principal, district nursing supervisor, and/or special education supervisor will provide drivers with specific instructions on how to respond to each child's needs in the event of a medical emergency while on the bus.
3. The bus driver will call the Transportation Office and request EMS assistance if needed.
4. While awaiting the arrival of EMS, the bus driver will stay with the student and monitor his/her condition.
5. It is the responsibility of the Transportation Supervisor to ensure that substitute bus drivers are made aware of such situations and are capable of responding appropriately.

Accidental Injury

1. If a student is accidentally injured while on a bus (e.g. falls, cuts/scrapes), the driver must notify the parent, if possible, when the child is dropped off.
2. If a parent is unavailable when the child is dropped off, the transportation supervisor is responsible for contacting the parent at a later time.
3. The driver must complete an incident form containing a written statement explaining how the injury occurred.

Minor Bus Accident

1. The driver will check to see if anyone is injured. If the bus is safe, he/she will instruct students to remain seated. If the bus is deemed unsafe, the driver will evacuate the students to a safe location and set out reflective warning triangles (training provided by Tennessee Highway Patrol).
2. The driver will immediately notify the Transportation Office and inform them of the accident and their location.
3. The Transportation Office will contact 911 and request police assistance.

4. The Transportation Office will send another bus to the scene of the accident to pick up students and transport them home.

Serious Bus Accident

1. The driver will check to see if anyone is injured. If necessary, the driver will evacuate students to a safe location. The bus driver may select older students to assist with the evacuation and stay with the group until help arrives.
2. Students who are seriously injured should not be moved unless their life is in imminent danger.
3. The driver will then contact the Transportation Office and inform them of the accident and request emergency assistance.
4. The Transportation Office will contact E911 and initiate an emergency response.
5. The driver will monitor the condition of the injured students and provide emergency responders with as much information as possible to triage patients and assist law enforcement with their accident investigation. Bus drivers will provide law enforcement with a seating chart containing the names and seat numbers of all students being transported by that bus on that particular day (seating charts vary from day to day).
6. The Transportation Supervisor will notify the Director of Schools after contacting E911.
7. The Director of Schools will initiate the District Emergency Response Plan, assuming his/her role in a unified command. The Director will activate the appropriate ICS positions. The Public Information Officer will be sent to the designated location to handle all community and media inquiries.
8. The Transportation Supervisor will arrange for another bus to transport children home or back to the school.
9. If a parent arrives at the scene of the accident and wishes to pick up their child, the bus driver or Transportation Supervisor must ensure that appropriate documentation is made (i.e. Student Release Form completed) for student accountability purposes. Bus riders will only be released to individuals included on their Emergency Contact Forms.

Winter Storm

In the event that a bus is caught in a sudden winter storm (i.e. freezing rain, sleet, snow) while in route, the driver will use his/her discretion to select the safest course of action. If the driver feels that he/she is close enough to return to school safely, he/she may return the students to school and contact parents/guardians to pick them up, following all student release procedures. If the winter storm occurs during the morning pick-up route, the driver may return students to their homes rather than transport them to the school. If the driver determines that road conditions are too hazardous to continue the normal route, or to return to school, he/she will stop the bus at a safe location and radio

the transportation office. Parents/Guardians will be notified and asked to come pick up their children. Proper student release procedures will be followed.

Imminent Tornado

When weather conditions are favorable for tornado activity in Middle Tennessee, the Director of Schools, along with the Transportation Supervisor and Emergency Coordinator, will continually monitor local and national weather (local TV, NOAA Weather Reports, web-based radar programs, etc.) to stay abreast of all weather advisories and warnings. The Director of Schools will make all decisions concerning the early release of students, or detainment of students at school, based upon the best information available.

If a tornado warning is given for Humphreys County while buses are in route, the Transportation Supervisor will immediately contact all bus drivers in the vicinity of the storm and advise them of the situation. The bus driver, in consultation with the Transportation Supervisor, will decide upon the best course of action to be taken to improve the safety of the students on board.

Evacuation of Students to an Off-site Location (locally or outside local community)
(SAVE Act Indicator of Success 1.10)

If a school administrator determines that a school campus is unsafe, he/she will contact the Director of Schools (if time allows) and request that students be evacuated to an off-site location. If approved, the Director will contact the Transportation Supervisor and initiate evacuation procedures.

- Bus drivers necessary for the evacuation effort will be notified by the Transportation Supervisor (or his designee) within fifteen minutes of the initial request and advised to report to a staging area and await further instruction.
- Buses will be in place and ready to begin evacuation within forty-five minutes of the initial request.
- If there is an urgent situation placing students in immediate jeopardy, three buses from the transportation garage will be sent out to begin the evacuation, while awaiting the arrival of the remaining buses.
- The Director of Schools, or the district Emergency Coordinator, will notify the host facility that students will be arriving at their location, and the approximate time of their arrival.
- Before students are allowed to exit the bus at the host facility, each driver must document the names of all students transported by that bus for student accountability purposes. This list will be given to the person in charge of the Student Reunification process (as documented in each school's ERP).
- The person in charge of Student Reunification will obtain these lists from all buses involved in the evacuation effort and compare them to the school's student rosters and daily attendance sheet to verify that all students have been accounted for. This report will be given directly to the Incident or Unified Command Post.

- Buses will not leave the host facility until released by the Transportation Supervisor.

Emergency “Go Kits”

Emergency “Go Kits” will be placed on each Humphreys County School bus by August 2011 (**SAVE Act Indicator of Success 1.17**).

Each “Go Kit” will include (at a minimum) the following items:

- Roster of student riders (with photo)
- Assigned Seating Chart (if applicable)
- Emergency Phone Numbers (Emergency Responders—not student phone numbers!)
- Basic First Aid Kit
- Blank Student Release Forms
- Pens/pencils
- Flashlight and batteries
- Warning Triangles

Student Reunification and Accountability

In the event of a bus accident, the Transportation Supervisor (or member of his/her staff) will go immediately to the scene and carry with him/her Emergency Contact Forms for students assigned to that bus route. This information will be used to notify parents of the accident, as well as, to complete Student Release Forms for any student being picked up by a parent/guardian at the scene. Personal student information cannot be maintained in the bus “Go Kit” because of the confidential nature of the information. It must be kept on file at the district Transportation Office.

HUMPHREYS COUNTY SCHOOL SYSTEM
DISTRICT PANDEMIC INFLUENZA ACTION PLAN

Rationale

An influenza (flu) pandemic is a global outbreak of a disease that occurs when a new flu virus appears that can spread easily from person to person. Because people have not been exposed to this new virus before, they have little or no immunity to the virus; therefore serious illness or death is more likely to result than during seasonal flu.

It is difficult to predict when the next influenza pandemic will occur or how severe it will be. In addition, a pandemic may come and go in waves, each of which can last months at a time. The effects of a pandemic can be lessened if preparations are made ahead of time.

The illness rates for both seasonal and pandemic flu are high among children, and schools are likely to be an important contributor to the spread of influenza in a community.

Because no one knows when or how severe a pandemic outbreak might be, planning for it is like planning for an earthquake or tornado. The important thing is that schools take steps now to protect staff and students from a possible influenza outbreak of any kind.

This action plan has been developed to assist principals and school officials in preventing and preparing for a health-related emergency in their schools.

The plan includes five levels of response. The action plan includes guidelines and provides steps a school should take given specific triggers or events.

This plan is intended to provide the most up to date information based on current data and direction from the Humphreys County Health Department, the TN Department of Health, as well as, the Centers for Disease Control (CDC) and other organizations engaged in planning for a pandemic event. As such, this is a working document that will be updated as needed. Please send feedback and suggestions to:

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HUMPHREYS COUNTY SCHOOL SYSTEM

PANDEMIC INFLUENZA ACTION PLAN

Level 1- Planning (Mitigation and Prevention)

Purpose:

Interventions in schools are designed to minimize transmission of pandemic influenza virus among school children in crowded settings. This will help minimize morbidity and mortality among school children and their household contacts.

Influenza in Children:

The Centers for Disease Control and Prevention (CDC) estimates that attack rates among school-aged children will be the highest of any group (40% or greater). Factors that contribute to this rate include children's immune system characteristics, hygiene practices, and prolonged close contact in congregate school settings. Ill children are generally more infectious than adults, shedding larger quantities of virus for a longer time, and will expose their household contacts to the virus. A pandemic influenza virus is expected to cause more deaths and severe illness than seasonal influenza among school-aged children; however, under current manufacturing conditions, vaccine and antiviral medications may not be widely available—prevention of exposure will be the primary means of protecting children's health.

Once a pandemic virus is confirmed present in the United States, spread throughout the country is expected to be inevitable and rapid, occurring in a matter of weeks. It also is possible that illness caused by the pandemic strain could occur sporadically for weeks before the beginning of the actual pandemic wave, as occurred in 1957 and 1968. For this reason, interventions to protect school children in Tennessee, and more specifically in Humphreys County, would be initiated in a stepwise fashion as soon as the virus is present in the United States.

Surveillance and Reporting:

During all stages of a flu outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of influenza-like illness. Keeping track of these numbers will help health officials determine when and whether to close schools, whether the outbreak is increasing in scope and whether to declare an epidemic, making schools eligible to apply for reimbursement of ADA funds during increased absenteeism.

Mandated versus Recommended School Interventions:

Procedures outlined in this plan reflect a worst-case scenario of a 1918-like pandemic (illness is fatal in about 1 in 50 affected persons). Decisions to implement all social distancing measures, such as school closure, will be reviewed and revised based upon the virulence of a particular wave and evidence of the effectiveness of disease control strategies.

Nothing in this pandemic response plan is intended to interfere with the authority of local educational agencies (LEA's) to choose to close for reasons other than meeting the criteria for public health-ordered closure. Routine reasons for closure, such as high absenteeism rates, may result in local school closure decisions by such authorities and do not require the involvement of public health officials.

Influenza Case Definition:

The Centers for Disease Control and Prevention defines influenza-like illness (ILI) as having the following symptoms:

Fever of 101.1 degrees Fahrenheit or higher AND AT LEAST ONE OF THE FOLLOWING:

- ✓ Cough
- ✓ Sore Throat
- ✓ Headache
- ✓ Muscle Ache

A student with flu-like symptoms must be sent to the school nurse or office for screening (symptom check and/or taking temperature). If student meets the case definition as described above, he/she must be excluded from school until symptom free. Enter the name of the student on a tracking log and report on a daily/weekly basis.

Agency Responsibilities:

The Commissioner of Health, or his/her designee, is responsible for determining when school interventions should be initiated and lifted based upon the State Epidemiologist's recommendations using the best available epidemiologic information on pandemic disease severity and spread. The Commissioner of Education is responsible for implementing necessary interventions, up to an including closure of public and private PreK-12 schools in affected areas for the duration of the pandemic wave in those areas. If the TN Department of Health does not require school closure, the Department of Education or a private school may still choose to close local schools for absenteeism and other reasons.

Criteria for Closure:

The Commissioner of Health, or his/her designee, will declare when child care facilities and public and private schools in a county (PreK-12) should be closed, when advised by the State Epidemiologist that criteria for the closure of schools has been met. This will be implemented by the regional/local health officer. The criteria for school closure by the TN Department of Health are:

1. The pandemic virus causes morbidity and mortality in excess of routine seasonal influenza, and
2. Laboratory confirmation of the pandemic virus in the county or surrounding county, and
3. Epidemiologic evidence from a state surveillance system indicating community spread of the pandemic virus in the county or a surrounding county.

Criteria for Re-Opening:

Schools and childcare facilities will be reopened when state surveillance systems indicate that the pandemic wave has subsided (based upon sentinel provider and hospital surveillance).

Protocol for Schools:

Depending upon the severity and epidemiologic characteristics of the pandemic influenza virus, school interventions will begin as soon as the virus is present in the United States. Control measures will be consistent with the best available evidence of effectiveness at the time, and proportional to the risk (determined by virulence of the virus).

Surveillance and Reporting:

The following levels of surveillance will be used to assess the severity of an influenza outbreak in the Humphreys County School System:

1. **Standard Surveillance:** No pandemic flu confirmed in the United States, and no flu activity reported in the community (regular flu season).
 - a. Monitor daily attendance for increased reports of absence due to flue-like illness.
 - b. Do not report absences to the Health Department.
2. **Heightened Surveillance:** Domestic transmission of pandemic influenza virus is identified in the United States by the CDC; Flu activity reported in the community, but less than 10% of school absenteeism is due to flu-like illness.
 - a. Monitor daily attendance for flu-like illness/absences.
 - b. Begin morning “flu check” during the first hour of school—screen those who report positive for symptoms.

- c. Log absences due to flu-like illness.
- d. School administrator or his/her designee will send daily absence reports to the Humphreys County Department of Education.
- e. Communicable and Environmental Disease Services epidemiologists (TN Department of Health) will begin daily tracking of school absenteeism data available through the Department of Education at the state level to monitor unusual patterns of absenteeism.
- f. Suspend school attendance incentive programs that would encourage parents to send children to school despite illness.
- g. Ensure all students and employees have access to hygiene materials and are encouraged to use them appropriately; materials should include toilet paper, facial tissues, soap and alcohol-based hand sanitizers.

- 3. Intensive Surveillance:** Domestic transmission of a pandemic influenza virus is laboratory-confirmed by the CDC or the TDH laboratory in Tennessee; High number of flu illness reported in the community, with high percentage (30% or more) of school absenteeism due to flu-like illness.
- a. Monitor daily attendance and log absences on log sheet.
 - b. Continue morning “flu check.”
 - c. Send **daily** absence report (via fax) to the Humphreys County Department of Education.
 - d. Continue interventions (expanded sanitation, flu prevention education, etc.)
 - e. Cancel non-essential school gatherings such as sporting events and other extracurricular activities.
 - f. Begin preparation for prolonged school closure if and when the TDH determines that criteria for local school closure have been met.

Information Dissemination:

The Humphreys County Department of Education will work closely with the Department of Health to disseminate information to families.

- 1. Prevention Letter:** A letter will be sent home to parents to help prepare them for pandemic flu—**before** there are pandemic flu cases in the United States. This letter will provide information on how to protect your family in the event of an actual outbreak, a checklist for preparedness, and additional information resources.
- 2. Initial Pandemic Flu Outbreak Notification:** This letter will be sent to inform parents that there are several cases of influenza in Humphreys County, but that schools will remain open at this time.
- 3. Expanded Outbreak Notification:** This letter will be used to let parents know that there are more cases of flu in the school and community, but that schools are still open. This letter will urge parents to keep ill children at home.
- 4. School Closure Letter:** This letter will be sent home to inform parents that health officials have ordered all schools in Humphreys County to close.

5. Establish link on school district website and on the Humphreys County Coordinated School Health website to www.pandemicflu.gov.

The Humphreys County School System will also disseminate information as necessary via the local newspaper and radio station.

Staff / Student Training:

- 1. Educate staff, students and parents about:** the differences between seasonal flu, bird flu, and pandemic flu; best hygienic practices to prevent any sort of flu; what could occur in a pandemic.
- 2. Train nurses and school staff in flu-symptom recognition:** Refer to definition of influenza cited above; School staff should remember that a person who is infected does not show symptoms right away. But children who are getting ill may show different behavior than usual, such as eating less, fatigue or irritability.
- 3. Remind school staff and students of the importance of good hygiene—** proper “cough and sneeze etiquette”; emphasize the importance of clean hands and work stations.
- 4. School custodians, transportation staff, and cafeteria staff will be encouraged to take extra sanitation measures to reduce the spread of the flu virus.**
- 5. Staff attendance:** Staff will be encouraged to stay home if they are exhibiting flu-like symptoms.
- 6. Identification of students who are at greatest risk for infection:** Teachers will be reminded to pay special attention to students in their classrooms who are most vulnerable to serious illness (e.g. immunocompromised students, those with chronic illness, pregnant teenagers, etc.) and refer them to the school nurse at initial onset of flu-like symptoms.

Identify and purchase resources for immediate and long-term purchase: Some items such as disinfectant wipes, hand sanitizer, hand soap, paper towels, tissues, masks, etc. may need to be purchased and stockpiled prior to the beginning of the “flu season” in case of pandemic outbreak. These items will be in high demand and may not be available when needed.

Consideration of work force needs:

- 1.** Plan for reduced staff availability.
- 2.** Central Office will distribute a list of district approved substitute teachers to all schools.
- 3.** Review health department policies for staff regarding procedures to be followed for returning to work after illness.

THE SCHOOL SYSTEM WILL FUNCTION UNDER THE STANDARD SURVEILLANCE REPORTING SYSTEM IF NO CASES OF FLU-LIKE SYMPTOMS HAVE BEEN REPORTED. IF AND WHEN CASES ARE CONFIRMED, SCHOOL

ADMINISTRATORS WILL BE NOTIFIED BY THE CENTRAL OFFICE TO IMPLEMENT THE HEIGHTENED SURVEILLANCE REPORTING SYSTEM.

Level 2—Take Advanced Precautions (Preparedness)

Trigger:

Pandemic flu virus identified in the U.S. by the CDC; Health officials report a significant increase in the number of confirmed flu cases in Humphreys County, and 11%-29% of school absenteeism is due to flu-like illness.

Response:

The goal at this time is to heighten awareness and precautionary measures in schools and the community.

Action Steps:

1. Implement Heightened Surveillance Reporting Procedures
2. Initial Flu Outbreak letter sent home to parents
3. Institute increased disinfectant processes by custodial staff
4. Intensify prevention education for staff, students and parents

Level 3—Keep Alert:

Trigger:

Pandemic flu virus identified by CDC or TDH in Tennessee; additional cases of flu-like illness in Humphreys County, and 30% or more of school absenteeism is due to flu-like illness.

Response:

The goal at this time is to increase surveillance of staff, students and other school visitors and personnel to assist the Humphreys County Health Department in close monitoring of influenza-like incidents.

Action Steps:

1. Implement Intensive Surveillance Reporting Procedures
2. Expanded Flu Outbreak letter sent home to parents
3. Press release in local newspaper
4. Continue increased disinfectant processes by custodial staff
5. Remind staff, students and parents about
 - ✓ The difference between symptoms of common cold and influenza
 - ✓ The importance of good hygiene practices
 - ✓ The importance of staying home when sick

- 6. Cancel all unnecessary social gatherings**—such as club meetings, extracurricular activities and ball games.

Level 4—Recovery (*NOTE: a person can remain infectious for up to 21 days from when he or she first displays symptoms. Follow the advice of health officials in managing return to work/school. Counseling and support may also be necessary for a significant amount of time after a pandemic has been abated, especially if it resulted in the death of a student, family member, or school staff member.*)

Trigger:

The Commissioner of Health and/or the Commissioner of Education notifies the Director of Schools that the pandemic has been abated in Humphreys County and schools can be reopened.

Response:

Schools ensure continuing well-being of staff and students, and education services are fully restored, recognizing possible work force reduction impact.

Action Steps:

1. Assess the capacity of staff to resume normal school operations.
2. Cleaning and disinfecting of affected areas (including school buses, auditoriums, gymnasiums, libraries, classrooms, cafeterias, restrooms, etc.)
3. Arrange debriefing of pandemic event for staff and students, if appropriate.
 - a. Reassure parents and staff that the school environment, transportation vehicles, etc. are safe and have been inspected for proper disinfection to resume operations.
4. Address the mental health needs of staff, students and families (See Postvention Plan).
 - a. Support and monitor the well-being of staff and students and make counseling available if necessary.
 - b. Make educational materials available to families and staff on topics such as supporting students in their recovery, common symptoms of loss/grief, and constructive ways to cope with stress.
5. Evaluate the success of the pandemic plan and make adjustments as needed.

Re-Closure of Schools:

Re-closure is possible in a county in the event of influenza-like illness (ILI) among children after schools are re-opened.

Upon notification by the Department of Education or other school or daycare that children are coming to school with ILI, local or regional health department officials will investigate the cause. If the cause is pandemic influenza virus, schools in Humphreys

County may be re-closed by the TN Department of Health for one week. Surveillance data will be re-evaluated weekly to determine when to open schools.

Private or public school authorities may choose to close under their own authority in the absence of a recommendation to close by the TDH.

Period Between Pandemic Waves in Tennessee:

Resume normal activities.

Subsequent Pandemic Waves: Repeat stages of closure and re-opening, as needed.

HUMPHREYS COUNTY SCHOOL SYSTEM

Planning for the Psychological Aftermath of School Tragedy

(Taken from FEMA's Multi-Hazard Emergency Planning for Schools Training Manual, June 2002)

Principles of Postvention:

1. Reducing Fears
2. Facilitating the Grieving Process
3. Promoting Education

Reducing Fears

Fear is the most overpowering and debilitating human emotion. Fear can cause one to panic, act irrationally, and become virtually immobilized. To deal with fear, we must first recognize that fear originates in the unknown. People are most afraid of what they do not know or understand. In the aftermath of a school tragedy, staff, students and parents are often plagued with unanswerable questions, thus creating fear. Why did this happen? Will it happen again? Could I have prevented it from happening? Is this school really safe?

As a result of so many unanswerable questions, students and staff may feel unsure of themselves, confused, afraid of what else might happen, and not know how to behave or what to say.

It is very difficult for any constructive activity to take place when people are afraid. It's hard to concentrate, hard to take tests, write essays, or listen to lectures. It is even hard to feel sadness, remorse, or other normal grief feelings. Therefore, the reduction of fear is the first major goal for the district and school following a tragedy. Though fear cannot be completely eliminated, we can lessen its impact by reducing the unknowns.

While exercising sensitivity, we reduce fear by providing students and staff factual information about what happened, any deaths that resulted, and the grieving process to be expected in the days ahead. This is done by organizing the school day with as few changes as possible and by providing an open, accepting atmosphere allowing the "secret" fears, questions, and feelings of students and staff to be expressed.

Facilitate Grieving

Grief is the normal, healthy appropriate response to loss or death. Students and staff do not get a choice of whether to feel grief, but they do get to choose how they'll respond to it.

People who deny their grief, pretend it's no big deal, try to cover it up, or insist they're not going to let it bother them have a much harder time resolving their grief than do people who are able to grieve more expressively. A student or staff member's way of

grieving or coping with loss can be predicted, based upon how they reacted to past experiences, and is not likely to change in the midst of a crisis.

Accordingly, a wide range of grieving behavior needs to be tolerated, e.g., screaming in anguish, pounding lockers in anger, sobbing in the hallway, stunned silence, seeming unaffected as if nothing happened, or making inappropriate remarks about the situation.

The initial response of most people to learning that someone they know has died is shock. Shock is usually numbness, feeling spacey, during which the full impact of what's happened may not have sunk in. People in shock usually don't talk a lot and mostly need friends to be patient and not assume that they're unaffected just because they are not emotional.

Other reactions to be expected following a death are anxiety over what else might happen; anger at the person that died (e.g. for not heeding warnings); blame directed at someone for not doing something to save him/her; and perhaps guilt for surviving when he/she did not. Naturally sadness and feeling the loss will usually replace shock, anxiety and anger remain as the major result of death for a long time.

While each person's way of grieving needs to be accepted, people who can get their grief out by talking, crying, expressing anger or guilt, writing, exercise, music, painting, etc. are usually better able to resolve their grief and in less time than those who can't or are not allowed to grieve. *Thus the school's postvention program needs to allow and encourage the natural expression of grief, especially immediately after the tragedy, but also, for some students, in the weeks and months ahead.*

One of the most predictable and significant consequences of a tragedy is that it will unlock and trigger unresolved grief in many students and staff. That is, there will be sadness in the school not only because a student or staff member has died, but also because grief over people's previous losses will be activated. For example, the girl whose father drowned last year, the teacher who miscarried at six months, the boy whose mother has breast cancer, the freshman whose parents are fighting out a bitter divorce all will be feeling both the effects of the tragedy and, now even more intensely, the pain of their own life.

The school's postvention program must take into consideration both grief over previously unresolved losses and the current tragedy, and give high priority to facilitating the grieving process of students and staff.

Promote Education

The purpose of a school is to educate its students and even its staff. Tragic events can be an intense time of learning—not reading and arithmetic, but of things perhaps more important. Students and staff can be helped to learn how they react in a crisis, how to help other people, what they really believe about death, that people can cry and still be strong, and when measured against death, what is really important in life.

HUMPHREYS COUNTY SCHOOL SYSTEM

DISTRICT POSTVENTION PLAN

Crisis Response Teams

- A. The Director of Schools will select three to five members of the district staff to be responsible for planning and implementing postvention strategies immediately following a school disaster or tragedy. One of these members will serve as the district Postvention Coordinator (SAVE Act Indicator of Success 1.14). Selected staff members will be formally notified of their appointment by a memorandum from the Director of Schools.
- B. The school counselor from the affected school will serve as the site-level Postvention Coordinator, and will assist the district team with implementation of the postvention plan and associated activities.
- C. A member of the district Crisis Response Team will be designated as the Family Liaison to initiate immediate and appropriate contact with the family of a deceased student, to express the empathy and concern of the school system, and to ascertain family wishes and plans regarding funeral arrangements and memorials. The Family Liaison should discretely obtain factual information about the death and the circumstances surrounding it and relay it to the school-level Postvention Coordinator. If there is an ongoing investigation concerning the death, the Family Liaison will communicate with the law enforcement agency in charge of the investigation prior to releasing information to the school level Postvention Coordinator. The Family Liaison should offer support to the family and assist with contact information for community resources. The Crisis Response Team may choose one Family Liaison person for all situations, or designate a different person to serve in this capacity each time a crisis situation occurs.

Public Information Officer

- A. The district Public Information Officer (PIO) will handle all contact with newspaper, television, and radio reporters, and shield school personnel from media intrusion.
- B. Media personnel will not be allowed inside the school. They will be accommodated at the pre-designated media staging area.
- C. All school students and staff should be firmly instructed to refer any phone or personal contact, whether in school or at home, to the district PIO.
- D. The PIO will receive instructions on what information to release to the media from the district Crisis Response Team. If the death of a student or staff

member is a result of an incident on school campus, and an emergency response is in progress, or a criminal investigation is ongoing, the Crisis Response Team and PIO must consult Unified Command before releasing a statement to the public.

Organization of Staff Telephone Tree

- A. The Director of Schools will notify the district Emergency Coordinator of the death of a student or staff member. The Emergency Coordinator will initiate a telephone tree wherein each district staff member is called as soon as possible after an incident has occurred, given the basic facts, and informed to direct all questions they receive from community members to the district Public Information Officer.
- B. Each school will develop a telephone tree (if one does not currently exist) to inform staff of the death of one of their own students or colleagues, and notify them of the time and place of the emergency staff meeting to be held before the next school day. The telephone tree should include all personnel, not just faculty.
- C. Selected staff members from other schools throughout Humphreys County should be notified, particularly in schools attended by siblings and close relatives, as well as, schools from which support staff may be borrowed to assist with postvention activities (such as student and staff counseling).

Identification of Community Resources

- A. The District Crisis Response Team may seek the assistance of trained grief and/or trauma experts, from outside the school system, to review the postvention plan, address the emergency staff meeting, provide intervention or feedback during postvention, and to support school staff during and after a crisis.
- B. Experienced counselors, psychiatrists, psychologists, or social workers from the community will be identified during the planning process and contacted to ascertain their availability and willingness to help in one or both of the following ways: (1) to come to the school on the day after the tragedy and be available to talk with students needing support or counseling; and (2) to agree to see professionally and immediately (or as appropriate) students or staff referred by the school. Lists of these professionals should be maintained by the district Emergency Coordinator, and clearly posted in school on the days following the tragedy.
- C. It will be up to the administration of the school involved in the tragedy, after consultation with the Director of Schools, to decide whether or not assistance is needed from other schools within the county, schools outside the county, or from community providers. The school administrator, upon consultation with the school's counselor, will contact the district Emergency Coordinator, and formally request additional resources.

- D. Owing to their own grief or personal difficulties with death, some teachers may be unable to function normally, let alone help with student reaction to a tragedy. This coupled with difficulty in predicting the extent of student needs may create a need for additional manpower during the first few days following an event. The District Crisis Response Team will develop a plan for calling in a number of substitute teachers who will be available to fill in, if needed, in whatever ways events dictate. Their presence will allow flexibility in use of school resources to meet student needs.

Plan for Morning-After Staff Meeting

The school day following a tragedy will begin with an emergency meeting of all school staff, teachers, custodians, nurses, counselors, administrators, substitute teachers, cafeteria workers, teaching assistants, office staff, etc., and should include community resource people. The meeting will take place prior to the start of the normal school day. The meeting will serve two purposes: the first handled by the building principal, and the second by the school counselor or a representative from one of the community resource agencies assisting with the postvention.

- A. Principal- will announce what has happened, giving as much information about damage, death, funeral arrangements, and family wishes as possible. Staff will function best if they are well informed. Questions from staff will be answered and the plan for the day will be laid out. Community resource people, media and family liaison people, and members of the Crisis Response Team should be introduced and their roles explained. The location of counseling rooms should be given, and plans for an after-school meeting will be announced (if deemed necessary to plan for the next school day).
- B. The school counselor (site-level postvention coordinator), or representative from one of the community resource agencies, will then address the group on what to expect from students and how to respond properly. Suggestions for leading class discussions will be given. Staff members will be encouraged to pay attention to their own feelings and reactions about the death, and seek assistance if necessary.

Development of Suggestions for Classroom Discussion

- A. Each school will have the authority to decide how to inform the student body of the death of a classmate or staff member. Experts suggest that each teacher should announce what has happened to their class during the first class period of the day, give the pertinent facts about the tragedy in a unsensational manner, describe the school schedule for the day, and mention the people and places within the school where help is available. The purpose is to ground the students in reality, reduce rumors and gossip, provide an accurate basis for discussion, and assure the students that help is available if they need it. Once the students are informed, the teacher should allow for and facilitate a discussion encouraging students to share their reactions, thoughts and feelings, recognizing that, while

many students will have heard about the death before, others may not have known until the teacher announced it.

- B. Guidelines for facilitating classroom discussions will be developed and distributed by the district Crisis Response Team no later than September 30, 2009.

Identification and Contact with At-Risk Students

- A. The Crisis Response Team, including the school counselor, will make an intense effort to identify two kinds of at-risk students: (1) boyfriends/girlfriends and close friends of the deceased student, and (2) students who are known to be depressed, under great stress, or readily set off for other reasons.
- B. Each identified student should be contacted sensitively and privately by a school staff member to assess his/her current state, let the student know someone cares, and offer individual counseling or support at any point in the day or in days to come.
- C. If serious cause for concern is detected, the student's parents may be notified to insure their support.
- D. If a staff member feels strongly that a student might cause harm to himself/herself, that staff member will report this to the school counselor, who in turn will contact a crisis hotline, and notify the parent/guardian.
- E. Those close friends of the deceased student may be invited and encouraged to meet as a group with a trained counselor to share their feelings, facilitate their grief, and feel their mutual support.

Parental Notification

During the school day, a letter to parents will be drafted and sent home with students. The letter should sensitively and succinctly state what has happened, how the school has responded thus far, plans the school has for the coming days, suggestions on being especially aware of and supportive to their child, names and phone numbers of community resources to call for information or help, and an announcement of any parent/community meetings that may be scheduled.

Plan for After-School Staff Meeting

At the close of the first school day after the tragedy, a second staff meeting is strongly encouraged. The purpose of this meeting will be to review the day's events, attending to what went well and what did not, identifying which students and staff are struggling the most and how to help them, making any needed adjustments in the postvention plan, and allowing staff to ask questions of the counselor, community consultants, or crisis response team.

District Policy on Funerals (student or staff member)

Wakes, funerals, and other rituals around death usually serve a useful purpose in acknowledging and accepting the death, beginning the grieving process, and letting people know that they are not alone in their grief. Therefore, the Humphreys County School System will encourage students and staff members to attend the funeral of any classmate, teacher, or colleague. Though the circumstances surrounding every tragic incident are different, and the school system's response and subsequent actions may vary accordingly, the following policy will serve as a guide for all school administrators in the event of a tragic loss.

On the day of the funeral, the Humphreys County School System will:

- A. Follow a regular school schedule.
- B. Allow any staff member or student who wishes to attend the funeral/wake to do so. Students must provide a note signed by a parent or legal guardian in order to leave school, and must provide their own transportation to and from the funeral. The school will not provide special transportation to the service.
- C. Count the student as absent from any classes missed (by Tennessee law, these absences are not classified as "excused"), but will allow him/her to make up all assignments.
- D. Prohibit teachers from giving tests on that day. NOTE: Exceptions may have to be made if a funeral occurs on a day when a state scheduled exam must be given (i.e. TCAP, GATEWAY). The school system will address these situations as they arise, and handle each one individually.

The school district will not host a separate memorial service in honor of a student or staff member. An exception may be made in the rare instance when a family chooses to have a closed funeral, or no funeral at all. In such cases, the school may choose to organize or allow some special memorial service to take place.

School Memorials

Memorials are one way of allowing students to channel their grief into a constructive goal. This common goal gives them a reason to come together, and allows them to share with and support each other. It is often best, to invite those students closest to a deceased student to plan the memorial.

Memorials in honor of a deceased student or staff member will be allowed at all Humphreys County Schools. Any permanent memorial (such as a plaque or a tree planted in honor of the deceased) must be pre-approved by the school's administration. The school is strongly encouraged to consult the family of the deceased before approving a memorial.

Plan for Postvention Evaluation

After the crisis is over, usually a few weeks following the tragedy, there will still be some students and perhaps staff who will be grieving deeply and need continued support or

counseling. However, for most of the school, life will be more or less back to normal. During the time after the crisis, the crisis response team will organize a meeting of those staff most directly involved in postvention to discuss and evaluate the postvention process. Prior to the meeting, feedback should be solicited from other people who were involved in the postvention. This information can be fed into the postvention evaluation meeting. The purpose of the meeting will be to ascertain what worked well and what did not, what modifications need to be made to the postvention plan, and to thank and provide feedback to those who helped the school cope with the crisis.

HUMPHREYS COUNTY SCHOOL SYSTEM

EMERGENCY RESPONSE TO HAZARDOUS MATERIALS INCIDENT

Introduction:

Purpose: The purpose of this annex is to provide instruction for school staff in dealing with actual or potential releases of hazardous materials in and around the school campus.

Scope: This annex covers hazardous material releases occurring for any reason, including:

1. As a secondary result of another disaster (i.e. earthquake or flooding);
2. As a result of a transportation accident (i.e. rail car or tractor trailer)
3. As a result of a fixed facility release (i.e. chlorine release at E.I. Dupont facility).

Situation and Assumptions:

A. Situation

1. The accidental discharge of hazardous materials is a relatively frequent occurrence in Humphreys County. Fortunately, the vast majority of these discharges are relatively insignificant and pose no serious threat to nearby populations.
2. Large numbers of hazardous materials are transported via highway, rail, and pipeline across the county daily. A minute number of these are involved in accidents that pose a threat to public safety.
3. Several major industrial concerns and numerous lesser organizations manufacture, process, store, or utilize hazardous materials on a daily basis.

B. Planning Assumptions:

2. Accidental hazardous material releases will continue to occur periodically.
3. Any hazardous materials incident may progress to a point where it becomes a serious threat to the surrounding community(ies).
4. Because Humphreys County Schools are located near a major highway and CSX railroad, there is a realistic possibility that a hazardous materials incident will impact the schools at some point in time.
5. Because there is likely to be a variety of chemicals stored and used on school campuses, there is a potential for a HAZMAT incident to occur on school property.
6. Several hazardous materials incidents may occur simultaneously following a major disaster such as an earthquake. This may delay the response time of emergency responders, resulting in the need for school personnel to be self-reliant for a period of time.

C. Concept of Operations:

2. In most cases, the response to hazardous materials incidents is handled by the facility emergency response manager (for fixed facilities), or the local fire department (for transportation accidents). Occasionally, an event will necessitate a response by a more specialized hazardous materials team.
3. If necessary, the state (i.e. TEMA) can call out certain state environmental personnel to assist local agencies in dealing with the consequences of releases.
4. In the event that a school administrator becomes aware of a potential or actual hazardous materials release in or around the school campus, he/she will immediately call 911 and initiate emergency response procedures.

D. Mitigation Actions:

2. Each school will be responsible for maintaining an inventory of chemicals kept on school grounds and their storage location.
3. The district emergency coordinator will be responsible for seeking expert assistance to ensure that incompatible chemicals are not being stored together.

E. Response Actions:

1. If the incident occurred in the school building (i.e. dangerous combination of chemicals in a lab, or noxious fumes resulting from mixture of cleaning supplies):
 - a. Notify the Incident Commander (IC) immediately;
 - b. Call 911 and immediately initiate an emergency response;
 - c. Remove students and seal off the area immediately;
 - d. The IC will assume command of the area until fire department personnel arrive on scene;
 - e. Fire Department officer in charge will recommend shelter-in-place or evacuation actions;
 - f. The IC will notify school staff to begin shelter-in-place or evacuation procedures set forth in the school-level Emergency Response Plan (ERP);
 - g. Notify Director of Schools as soon as possible;
 - h. Notify parents if students are evacuated off campus;
 - i. Resume normal operations after consulting with fire officials.
2. If the incident occurs on school property:
 - a. Notify the Incident Commander (IC) immediately;
 - b. Call 911 and immediately initiate an emergency response;
 - c. Direct all students and staff to move indoors (Reverse Evacuation) and initiate Shelter-in-Place procedures;
 - d. Notify the Director of Schools as soon as possible;
 - e. Maintain Shelter-in-Place status until Fire Department officer in charge provides further instruction.
3. If the incident occurs off campus, but in the vicinity of the school campus (i.e. train derailment, accident on the highway, or release from nearby industry):

- a. Most likely, the school administrator will be notified after the first emergency response agency arrives on scene.
- b. Response will depend upon the amount of information available at the time of notification.

The school administrator (IC) will initiate a Shelter-in-Place response and await further instruction from emergency responders.