

SCHOOL DISTRICT OF BAYFIELD

CRISIS RESPONSE PLAN



School District of Bayfield
300 North 4th Street
Bayfield, WI 54814
715- 779-3201
www.bayfield.k12.wi.us

School Mission Statement

The School District of Bayfield will provide a respectful and nurturing environment for each student to grow.

Approved: October 23, 2023

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SCHOOL DISTRICT OF BAYFIELD POLICIES

8410 - SCHOOL SAFETY AND CRISIS INTERVENTION

The Board of Education is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of District personnel, law enforcement agencies, and families. The Board further believes that administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school, or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

The District Administrator shall promulgate administrative guidelines for responding to a crisis situation, developing school safety plans, and providing effective intervention for students who may show warning signs that relate to violence or other threatening behaviors.

A school safety plan will be developed for each school in the District and approved by the Board. Each school's plan will be reviewed no less than every three (3) years and resubmitted to the Board for approval.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02.

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Legal

Title IX, Section 9532 of the No Child Left Behind Act of 2001

118.07(4)(a)-(d) Wis. Stat.

BAYFIELD PUBLIC SCHOOL CRISIS RESPONSE TEAMS

District Administrator	Beth Paap	715-209-1301 (cell)
6-12 Principal	Shellie Swanson	715-209-0853 (home) 715-209-3338 (cell)
Special Ed. Director	Stephanie Lewis	715-979-1682 (cell)
4K-5 Principal	Mike Peterson	715-209-1214 (cell) 715-278-3420 (home)
Dean of Instruction	Colleen Beagan	651-245-7604(cell)
Counselor	Amy Day	715-292-5778(cell)
Counselor	Karla Vinci	715-209-0290 (cell)
School Nurse	Jackie Noha	715-815-0250 (cell)
Home/School Coordinator	Muskadee Montano	612-406-2934 (cell)
Director of Buildings and Grounds	Joel Shilman	715-209-7655 (cell)
School Psychologist	Doug Jardine	715-742-3949 218-340-6029 (cell)
School Psych. Assist.	Amy Schmidt	715-209-7848
Youth Advocate	August Gordon	715-209-2596
Administrative Assistant	Keeley Johnson	715-209-2275 (cell)
District Medical Advisor	Red Cliff Community Health Center	715-779-3707 (as needed)

The major role of the team is to act as a decision making group.

Other roles of the Crisis Response Team are:

1. Get all the facts
2. Coordinate a plan
3. Keep in contact with the family
4. Assess the impact on the school, friends, staff, and the larger community

In the event of an emergency, contact a member of the Crisis Response Team as soon as possible. If an emergency occurs during the summer or a school break, please contact a member of the Crisis Response Team. The Crisis Response Team will meet to develop a plan to address the incident.

READY PLAN

GO-KITS

The GO-KITS are located in the district office suite. The building secretaries will be responsible for making sure the GO-KITS are taken to the evacuation site.

GO-KITS should contain:

Student Health Plans	Flashlight/batteries	Emergency vests
Building keys	First aid supplies/gloves	Inventory list
Updated Student lists	Wipes	Sign-out forms
Clipboards	Pens	

During an emergency situation, all staff members who are not supervising students should report to the school office to be available to assist.

INCIDENT COMMAND

Incident Commander/Information Officer

Beth Paap

Safety Officer/Liaison Officer

Joel Shilman

Alternate designee in the event of absence - Stephanie Lewis

Operations Mike Peterson	Logistics Shellie Swanson	Finance/Administration Randi Johnson
Communications	Supplies	Procurement
Personnel	Facilities	Claims/Benefits
Outreach Community Resources Volunteers	Transportation	Payroll
Pupil Services Medical/Mental Health	Food	Insurance
Curriculum/Instruction	IT	

Incident Commander/Information Officer: The Incident commander is responsible for organizing and directing the school's response to an emergency. The Incident commander assembles the Crisis Response Team, assesses the situation, determines the appropriate response protocols, assigns critical duties, monitors the response and ensures proper documentation of the incident. The Information officer is responsible for establishing communications with public officials, controlling and coordinating the release of information to the media and controlling rumors.

Safety/Liaison Officer: The safety officer is responsible for ensuring the safety of school personnel and students. The liaison officer works directly with emergency responders and is the direct contact between the Incident commander and the emergency responders.

Operations: The operations team assists the incident commander in implementing the school's emergency response protocols. The operations team is responsible for the controlled release of students and the development of plans for the recovery.

Logistics: The logistics team is responsible for ensuring that facilities, services, equipment and materials are provided to support the response to an incident and during recovery.

Finance/Administration: The finance and administration team is responsible for tracking expenditures and for recording hours of labor related to the incident and during recovery.

EMERGENCY AND COMMUNITY RESOURCES

EMERGENCY PHONE NUMBERS

Ambulance/Fire/Police 9-1-1

Bayfield County Sheriff	715-373-6120
Bayfield Police Department	715-779-5097
Bayfield County Emergency Government	715-373-6113
<i>Bayfield City Hall</i>	<i>715-779-5712</i>
<i>Bayfield Presbyterian Church</i>	<i>715-779-5490</i>
Town of LaPointe Police Chief (Bill Defoe)	715-209-7754
Town of LaPointe Administrator (Michael Kuchta)	715-747-6914-work, 715-209-3702
Town of LaPointe Fire Chief (Rick Reichkitzer)	715-209-1524
Town of LaPointe Public Works Director (Ben Schram)	715-747-2174-work, 715-209-0199
Town of LaPointe Ambulance Service (Cindy Dalzell)	715-209-8644
The American Red Cross	1-800-733-2767
CenturyTel (Business Number)	1-800-201-4102
Drug Enforcement Agency	1-312-353-7875
Poison Control	1-800-222-1222
Wisconsin Spill Hotline	1-715-933-0003
Xcel Energy	1-800-895-1999
United States Coast Guard - Bayfield Station	1-715-779-5100

AREA SERVICE PROVIDERS

Red Cliff Community Health Center	715-779-3707
NorthLakes Community Clinic	715-685-2200
Bayfield County Health Department	715-373-6109
Behavioral Health Services of Memorial Medical Center	715-685-5400
New Day Shelter	1-800-924-4132
Northland Counseling Services	715-373-0160

HOTLINES

Center for Missing and Exploited Children Hotline	1-800-843-5678
National Suicide Prevention Line	1-800-273-8255
The 988 Suicide & Crisis Lifeline	988

MEDIA GUIDELINES

THE DISTRICT ADMINISTRATOR, OR AUTHORIZED DESIGNEE, WILL BE THE ONLY PERSON TO SPEAK WITH THE MEDIA. ALL OTHER SCHOOL PERSONNEL MUST ROUTE ANY QUESTIONS TO THIS PERSON

- If necessary, designate a media staging area. Determine whether the media will be allowed in the building. The grieving area must be away from the media area
- Inform the media of the district procedure regarding access to staff and students
- Student interviews on campus must be approved by the district administrator
- Weigh the public's right to know against individual privacy
- Determine the extent of public knowledge
- Identify the nature of the information that is to be released
- Consult with law enforcement, EMS, and the hospital prior to release of any information so as to not impact any potential criminal investigation and/or family notifications
- Focus on facts and do not draw any conclusions on the incident
- Maintain sensitivity and concern for students and staff
- Only information approved by the family will be released to the media
- Emphasis will be placed on the positive interventions that are taking place for students and staff
- Never go "off the record" with the media
- Do not use "No comment" but explain why certain information cannot be provided
- Ensure prompt and regular media briefings/updates
- Use the media as a means to dispense important information regarding community assistance
- Provide written statements supporting and clarifying verbal statements

MENTAL HEALTH CRISIS

In the event a staff member has reasonable suspicion to believe a student is experiencing a mental health crisis (see below), the staff member will ensure the student is not left unattended, and will connect the student to an appropriate member of the pupil services team. The member of the pupil services team will ensure the student's family is contacted and the student is connected with a community mental health crisis response team.

WHEN SHOULD I CALL POLICE / EMERGENCY SERVICES / 911?

There are many reasons why you might call 911. The following is a partial list of the primary mental health and psychological emergencies that 911, police, and EMS handle.

Self Assessment:

- I am feeling suicidal and I am at risk for attempting suicide.
- I am feeling in need of urgent mental health assistance.
- I feel I am at risk of harming others, or am having difficulty controlling impulses to harm others.

When Observing Others:

- Exhibiting violent behavior. When there has been violence or there is evidence of an immediate risk of violence towards self or others.
- Exhibiting strange, unusual or disorganized behavior. When the behavior may be dangerous, a medical emergency or a mental health related problem.

CONTROLLED DISMISSAL

Unplanned Early Dismissal

- When a situation arises that requires a non-emergency early dismissal (i.e., snow storm, power outage, etc.), follow the steps below:
- Administrators will meet to determine the need to close school (factors to consider: time, location, and other dismissal procedures as needed)
- Announcements and an all-staff email explaining the situation and dismissal procedures will be made
- The bus company, ferry line, and local authorities will be notified
- Media will be notified (use weather related closing procedures)
- An announcement will be posted on the District website and social media sites

- If possible, the District's voicemail message will be changed to provide instructions for picking-up students
- All Elementary families will be notified according to the administrator's instructions
- Each K-5 teacher will be assisting the students in their class to contact parent(s)/guardian(s). When the teacher reaches a parent/guardian the teacher will complete the *Student Sign-Out Log* in the front Response Plan pocket
- At the middle school/high school, the special education teachers will assist students with dismissal arrangements as needed
- Parent(s)/guardian(s) coming before the dismissal time need to sign the student check-out form in the office

Controlled Release

If a controlled dismissal is indicated because of an emergency situation (i.e. bomb threat, shooting, etc.), all students will be signed out and released to a guardian or an adult approved by the parent/guardian using the following Controlled Dismissal procedure:

Administrators will meet to determine the need to close school and procedures for dismissal/evacuation including:

- Establish a student dismissal team
- Designate a team of runners to get students and take attendance of students and staff
- Designate a sign-out team
- Designate a safety team to monitor doors
- Establish an area for each grade level to gather
- Designate a team to deal with parent(s)/guardian(s)

Release of students may only occur after an administrative directive has been given

- Announcements and an all-staff email explaining the situation and dismissal procedures will be made
- All available staff will report to administration for assigned tasks
- Media will be notified (use weather related closing procedures)
- If possible, the district's voicemail message will be changed to provide instructions for picking-up students
- The bus company and ferry line will be notified
- An announcement will be posted on the district's website and social media sites

- Students will be signed out on the *Student Sign-out Log* and picked up by an approved guardian according to administrator instruction. (*Sign-out Logs* are located in the front pocket of the Response Plan)

EVACUATION PROCEDURES

In case of evacuation, follow the procedure on the green sheet on the back of the Emergency Classroom Binder

- Follow directives of Administrator
- Give directions for evacuation and follow last student from classroom
- Take Emergency Classroom Binder, class list, and pen
- Close doors, leave lights and computer as is
- Report to designated evacuation area (K-8 Lower Playground, HS – West Parking Lot)
- Take attendance of students and staff; report missing persons to the administrator by holding up the green side of your binder if all are present or holding up the red side if someone is missing
- Do not release anyone until directed
- No restroom breaks
- Unassigned staff will report to the Administrator for further direction
- If an elementary class is with a special, the elementary classroom teacher should find their class and the specialist should report to the administrator
- Remain in assigned area until Administrator or person of recognizable authority gives direction
- ALL** cell phone use is restricted unless otherwise directed by an Administrator
- No one may reenter building(s) until fire or police personnel declare entire building(s) safe
- When the situation is under control, the Administrator and/or designee will go from class to class to give further direction or to declare that the emergency has ended
- Notify parent(s)/guardian(s) per procedure
- The District Administrator or designee will provide all media information

CONTROLLED RELEASE TEAMS		
ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
<i>Presbyterian Church</i>	<i>Presbyterian Church</i>	<i>Bayfield Pavilion</i>
Mike Peterson	Stephanie Lewis	Shellie Swanson
Student Release Teams	Student Release Teams	Student Release Teams
RUNNERS Angela Botka Rachel Graves Kathy Stenson Angela Berg	RUNNERS Karen Boutin Tammy Weber Barb Rebak Katie Makolondra	RUNNERS Ron Borchers Kennedi Bernia Melissa Newago Lorine Spinner
SIGN OUT Lucy Meierotto Kelly DePerry	SIGN OUT Liz Bodin Patti Jeffords	SIGN OUT Linda Weber Randi Johnson
SAFETY/DOOR Jackie Noha Dan Clark Chris Plansky	SAFETY/DOOR Dana Benson Stevie Matier Brian Boyd	SAFETY/DOOR William Lemler Travis Patterson Laura Comer
PARENT/GUARDIAN LIAISON Bailey Yuknis Amy Day	PARENT/GUARDIAN LIAISON Muskadee Montano Micaela Hall	PARENT/GUARDIAN LIAISON Karla Vinci Rosa Karl
TEACHER ASSIGNMENTS k-Beth Dahl k-Laura Pederson k-Merideth Quarberg 1-RoJean Flaherty 1-Alli Langford 2-Laura Bohn 2-Colleen Trumper 2-Jeanie Long 3-Rebecca Brown 3-Gina McNerney 4-Samantha Kesselring 4-Michelle Carlile 4-Donna Miller 5-Kerrey Andreas 5-Sarah Potter Terry Ledin Ivy Ray	TEACHER ASSIGNMENTS Brett Hulmer Eric Iversen Pat Kinney Cate Williams Katie Makolondra Karl Wallin Laura Lokken Molly Wirsing Emily Robertson Angela Lach Alycia Gordon Rena Arseneau August Gordon Eli Wilson Kathie Hinson	TEACHER ASSIGNMENTS Pat Bonneville Rebecca Boyd Dave Doering Alison Erickson Rick Erickson Breanna Deragon Jeff Kriner Jessica Moore Mark O'Neill Stacy Peterson Beth Cozzi Cathy Smith Melinda Sueflow Liz Woodworth Amy Schmidt

Vicki Redenbaugh Nick DePerry Deanna Hays Jennifer Wick Daryl DePerry Mabel Cooper Lorie Erickson (PM) Kerry Pennings Liza Armagost		
Custodial staff will be assigned depending on the situation and need for bussing.		
If there is a change of personnel during the school year, the replacement for the person leaving will fill the position on this list.		

ALICE

ALICE is:

- Using your common sense, it is NOT a linear, sequential response.
- Based on information, authorization, and training as the keys to surviving.
- A set of general recommendations to be used to fit the moment.

A-Alert

- Use plain language, if you know the names, use them
- Information should flow in all directions
- Provide as much initial information as possible to as many people as possible
- Use any and all available means: Texts, PA, emails, Twitter, Facebook, Bells, etc.

L-Lockdown

- Lockdown is a semi-secure starting point from which to make survival decisions.
- Lock doors
- Create a stronghold that nobody can breach. Tie down the door (belts, purse straps, shoelaces, etc.)
- Barricade the door with anything available (desks, chairs, etc.)

I-Inform

- As much real-time information as possible will be provided by all means possible
- Use information to make single or collective decisions as to the best option for survival
- Who, what, where, when and how information

C-Counter

Active resistance is a last resort and should only be used if potential victims are trapped in a room with an active shooter, there are already victims, and all other personal survival recommendations are no longer options. Active resistance is countering the shooter's action with any objects of opportunity, throwing chairs, desks, and books.

- Throw things at the shooter's head to disrupt his aim
- Create as much noise and distraction as possible
- Attack in a group (swarm)

E-Evacuate

- Make the best decision using the information available
- If danger is inside, get outside if you can
- Designate a rally point with students and tell students to run.

Once safely out of the building and out of immediate danger the reunification points are:

Presbyterian Church for grades K-8 Bayfield Pavilion for grades 9-12

Account for all students and staff

Do not release any students until directed

Remain in a designated area until the administrator or person of recognizable authority gives direction.

Buses will be contacted to move students from the reunification points.

The district Administrator or designee will provide all media information.

Presbyterian Church for grades K-8

Bayfield Pavilion for grades 9-12

Account for all students and staff

Do not release any students until directed

Remain in a designated area until the administrator or person of recognizable authority gives direction.

Buses will be contacted to move students from the reunification points.

The district Administrator or designee will provide all media information.

ALERT

Intercom:

Dial **688**, wait for a different dial tone

Next, dial the zone:

014 - All Call

011 - Elementary

012 - Middle School

013 - High School

Call 911

INTRUDER OR HOSTAGE SITUATION

Greet any unknown person and offer assistance. Remind individuals to check in at the office for a visitor's pass.

Anytime a staff member feels uncomfortable about an individual on the premises contact the office immediately

- If the intruder's purpose is not legitimate or cannot be determined, the Administrator will ask the person to leave and accompany the intruder to the exit.

If intruder refuses to leave or makes a threatening statement

- Warn the intruder of the consequences for staying on school property. Inform person that you will call police.
- If the intruder refuses to leave, maintain surveillance and call 9-1-1. Do not continue to confront the individual.
- The Administrator may issue lock-down procedures.
- Resume normal activities only after consultation with the police.
- Keep detailed notes of events (license plate number, make and model of vehicle, direction of travel, colors and style of clothing, physical features, etc.)

Witness to hostage situation

- If the hostage taker is unaware of your presence, do not intervene.
- Call 9-1-1 immediately. Give the dispatcher details of situation.
- Notify building administrator.
- Administrator may seal off or evacuate the area near the hostage scene.
- Keep detailed notes of events (license plate number, make and model of vehicle, direction of travel, colors and style of clothing, physical features, etc.)

If taken hostage

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Be respectful to the hostage taker.
- Ask permission to speak and do not argue or make suggestions.

SHOOTINGS

Staff Procedures

- Follow ALICE procedures. Make the best choice with available information.
- Alert others with as much information as possible.
- Use information to make best decision for students.
- Lock & barricade doors.
- Evacuate the building if possible.
- Counter and attack as a last resort

The Administrator Will

- Confirm that 9-1-1 for police and/or emergency personnel has been called.
- Initiate ALICE procedures.
- Notify the Building and Grounds staff to lock all outside doors.
- Account for all students and staff.
- When the situation is under control, the Administrator and/or designee will go room class to class to give further direction.
- District administrator or designee will handle all media interactions.
- Document the incident and file a report (i.e. for police and District Office.)
- Meet with the Crisis Response Team to determine necessary interventions and follow-up.

LOCK DOWN PROCEDURES

To be used in the event of an intruder or other dangerous situation that requires staying in the building

- Lock & barricade doors.
- Move away from windows and doors.
- Maintain silence.
- Turn cell phones off.
- Take attendance of students and staff.
- Do not call the office for general information.
- Call the office ONLY with vital information.
- Do not release anyone until directed.
- No restroom breaks.
- Take cover on the floor if gunshots are heard.
- Stay in lockdown until the administrator or person of recognizable authority gives direction.
- The administrator will insure that the outside doors are locked.
- The administrator will attempt to account for classes, including those outside of the building.
- When the situation is under control, the administrator and/or designee will go from room to room to give further direction.

To be used when evacuation of the building is necessary for security reasons

- Give directions for evacuation and follow students from classroom.
- Take Response Plan, class list, and pen.
- Lights off and close doors.
- Move to assigned or designated area.
- Take attendance of students and staff.

- Do not release anyone until directed.
- No restroom breaks.
- Do not call the office for general information.
- Call the office ONLY with vital information.
- Stay in lockdown until administrator or person of recognizable authority gives direction.

Soft Lock Down (Non-emergency/Medical)

To be used when hallways need to be clear and students need to be controlled

- Close & lock doors and continue with instruction.
- Remind students not to use cell phones or other technology to communicate outside school.
- Anyone who is not supervising students during the non-emergency lock down should report to the office to assist.
- Administrators will assign tasks to those assisting such as monitoring hallways, meeting the ambulance, etc.
- Staff will notify secretaries of missing students.
- Remain in classrooms until notified via loudspeaker once the situation is considered clear.
- Administrative Assistant or IT will gather information to get message out to community, Tribe, island, and school board.

BOMB THREAT

Upon receiving a phone call that a bomb has been planted in a facility

- Follow the *Bomb Threat Report Form* on the following page
- Listen closely to caller's voice, speech patterns, and noises in the background
- Notify administrator or office personnel immediately
- If administrator or office personnel are not immediately available, notify law enforcement agency by dialing 9-1-1
- Evacuation may not be the preferred action. If necessary an administrator will order evacuation or other actions, per Evacuation and Lock Down Procedures (see green back cover of the Classroom Emergency Binder)
- All media interaction will be handled by the District Administrator or designee
- Crisis Response Team will convene
- When the situation is under control, the administrator and/or designee will go from class to class to give further direction

If threat is received in written form

- Notify administrator or office personnel
- If administrator or office personnel are not immediately available, notify law enforcement agency by dialing 9-1-1
- Evacuation may not be the preferred action. If necessary, an administrator will order evacuation or other actions, per Evacuation and Lockdown Procedures (see green back cover of the Response Plan)
- Avoid any unnecessary handling of written threats. It is considered evidence by law enforcement
- All media interaction will be handled by the District Administrator or designee
- Crisis Response Team will convene
- When the situation is under control, the administrator and/or designee will go from class to class to give further direction

BOMB THREAT EVACUATION PROCEDURES

In case of evacuation, follow the procedure on the green sheet on the back of the Emergency Classroom Binder

- Give directions for evacuation and follow last student from classroom
- Take pen, class list, Emergency Classroom Binder and "Go-Kits"
- Close doors leave lights and computer as is
- Do not mention "bomb threat". Report any unusual objects immediately to the appropriate officials
- Report to the designated evacuation area
- Take attendance of students and staff; report missing persons to the administrator by holding up the green side of your binder if all are present or holding up the red side if someone is missing
- Do not release anyone until directed
- No restroom breaks
- Unassigned staff report to the administrator for further direction
- Once at the evacuation site, if an elementary class is with a special (i.e., art, music, tech ed., etc.), the elementary classroom teacher should find their class and the specialist should report to the administrator.
- Remain in assigned area until administrator or person of recognizable authority gives direction
- ALL** cell phone use is restricted unless otherwise directed by an administrator
- No one may reenter building(s) until fire or police personnel declare entire building(s) safe
- When the situation is under control, the administrator and/or designee will go from class to class to give further direction or to declare that the emergency has ended
- Notify parent(s)/guardian(s) per administrative direction
- The District Administrator or designee will provide all media information

BOMB THREAT REPORT FORM

IMMEDIATELY GIVE FORM TO ADMINISTRATOR OR DESIGNEE

Questions to Ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What will cause it to explode?
5. What kind of bomb is it?
6. Did you place the bomb?
7. Why did you put it in the building?
8. What is your address?
9. What is your name?

Exact Wording of Threat: _____

Time: _____ **Date:** ___ / ___ / ___ **Gender of caller:** ___ **Age:** ___ **Length of call:** _____

Caller's Voice:

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

If the voice is familiar, whom did it sound like? _____

Background Sounds:

- | | | | |
|------------|------------------|----------------------|------------------------------|
| ___ Street | ___ Static | ___ Other Voices | ___ Motor |
| ___ Local | ___ Booth | ___ Animal Noises | ___ PA System |
| ___ Music | ___ House Noises | ___ Office Machinery | ___ Long Distance/Cell Phone |

Threat Language:

- | | | |
|----------------------------------|----------------|----------------|
| ___ Well spoken (educated) | ___ Foul | ___ Taped |
| ___ Message read by threat maker | ___ Irrational | ___ Incoherent |

Remarks: _____

Your name: _____

Number of phone call was received on: _____

Location of phone: _____

FIRE OR EXPLOSION EMERGENCIES

In the event of a fire or smoke from a fire has been detected

- Activate fire alarm
- Notify fire department (call 9-1-1) and Administrator
- The Buildings and Grounds Supervisor will close off the natural gas line if it can be done safely
- If safe, use fire extinguisher
- Follow initial procedures (K-8 -Lower Playground, HS -West Parking Lot)
- After consulting with appropriate officials, administrator may move students to designated evacuation site if the weather is inclement or building is damaged
- No one may reenter building(s) until fire or police personnel declare entire building(s) safe
- When the situation is under control, the Administrator and/or designee will go from class to class to give further direction or to declare that the emergency has ended
- Resume normal operation if possible
- If unable to return to the building, initiate school closing procedures
- When the situation is under control, the Administrator and/or designee will go from class to class to give further direction
- The District Administrator or designee will provide all media information

BUILDING DESTROYED OR UNUSABLE

Immediately Following Destruction – Incident Command Team will meet to plan strategy

- Determine extent of damage
- Determine where students and staff will attend school: Are other facilities needed? If yes, begin search
- A Memorandum of Understanding for the alternate facility use has been established with the Presbyterian Church, City of Bayfield, Coast Guard Station and the Catholic Church. Red Cliff Tribe may have facilities to use.
- Convene Crisis Response Team
- Review Communications Information: School closure, re-opening date, location of new facility, contact media, contact Employee Assistance Program, notify neighboring schools, and prepare follow-up letter for parents
- Notify Staff

Student Reintegration

- Consider having volunteers on buses for the first day or two
- Provide teachers with information for classroom discussion
- Identify, watch, and if necessary, send high-risk students/staff to counselors
- Maintain daily meeting with staff and Response Team for de-briefing/updating
- Incident Command Team will meet with all staff members (buildings and grounds, food service, secretaries, aides, teachers, etc.) and allow time for questions and answers
- Incident Command Team will plan with the Bus Company and Food Services Department
- Incident Command Team and Crisis Response Team meet with parents/guardians and give facts, allowing time for questions and answers, and to assist them with ways to help students cope with the situation.

ADDITIONAL PROCEDURES

ABUSE AND NEGLECT

Wisconsin state law requires that school personnel, who in the performance of their duties, encounter a child they suspect has been physically or sexually abused, is experiencing neglect or emotional damage, or is threatened with injury to make a report to the appropriate authorities. The person who observes the child is directly responsible for making the referral to Human Services and Indian Child Welfare (if the student is a tribal member), or law enforcement officials (if necessary). The observer will be held liable if the referral is not made. Anyone who in good faith is participating in the making of a report or is participating in an investigation pursuant to this section shall be immune from any liability. Where child abuse/neglect is suspected, follow this procedure:

The referring staff member will complete the following steps as soon as possible:

- Contact Bayfield County Human Services @ 715-373-6144 and Indian Child Welfare @ 715-779-3747 if the student is a tribal member.

Administrators

If there is reason to suspect that the child's health or safety is in imminent danger, a request for investigation by law enforcement will be made.

Additional Information

Department of Public Instruction's [School's Role in Preventing Child Abuse and Neglect](#)

School District of Bayfield - School District Bylaws & Policies

8462 - STUDENT ABUSE AND NEGLECT

The Board of Education is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures detailed herein governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and thereafter at least once every five (5) years after the initial training.

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a child by other than accidental means.

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency and shall secure prompt medical attention for any such injuries reported.

Employees shall also notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator.

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Legal

48.981, 118.07(5) Wis. Stats.

5540.01 - INVESTIGATIONS INVOLVING SUSPECTED CHILD ABUSE

In the event of a law enforcement or social services investigation involving allegations of child abuse under Chapter 48 of the Wisconsin Statutes, school officials shall permit access to any student the law enforcement officer or social services agent determines s/he must speak with.

Office staff shall notify the District Administrator or the building administrator of any such investigation and shall keep a log of activities by the agency conducting the investigation, noting the date, and time of any interviews and the students involved.

The school administration shall notify the student's parents only after being advised by the agency conducting the investigation that parental contact will not impede their investigation. Because such investigations may involve allegations against the student's caretaker(s), and the investigating law enforcement agency may instruct administration not to contact the parents unless authorized to do so by the investigating agency. The administration shall cooperate with such a request.

If the investigating agency determines that it must remove the student from school in the course of their investigation, the administrator should make a record of when the student was released, the agency to which the student was released and the name of the individual agent that removed the student.

This policy should be viewed in conjunction with Policy 8462. Nothing in this policy affects District staff responsibilities as mandatory reporters of suspected child abuse.

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Legal

Wis. Stats. 48.981

ACCIDENTS

Accidents to and From School/Work

- To be used in the event that the school is contacted regarding an accident involving an employee or student who is on the way to or from school.
- Any staff member who becomes aware of an incident involving a staff member or student shall notify an administrator immediately.
- Crisis Response Team will convene.
- Attempt to confirm the identity of individual and other facts.
- Determine who needs to be contacted.
- Administrator will arrange for substitute teacher(s) if needed.

Accidents Involving School Vehicles

- Call **9-1-1**
- If necessary, begin first aid
- When safe, contact the district administrator with details of the accident and a list of students/staff involved
- Administrator and staff involved will make arrangements for transportation
- Administrator will notify families of those involved
- District administrator or designee will handle all media interactions
- The driver of the vehicle or other involved adult will obtain and complete an Accident *Report Form(s)* available from the secretary
- Crisis Response Team will convene

Bus/Travel Accidents (School Related Events)

- Call **9-1-1**
- Begin first aid
- When safe, contact an administrator with details of the accident and a list of students/staff involved
- Administrator and staff involved will make arrangements for transportation

- Administrator will notify families of those involved
- District administrator or designee will handle all media interactions
- The bus driver or trip chaperone obtain and complete an *Accident Report Form(s)* available from the secretary
- Crisis Response Team will convene

Bus/Travel Accidents (Regular Routes)

- Administrator will verify with the bus company upon hearing of an accident
- Secretary or designee will compile a list of students riding the bus
- Administrator will work with the bus company to notify families
- District administrator or designee will handle all media interactions
- Crisis Response Team will convene

**SCHOOL DISTRICT OF BAYFIELD
MEDICAL INCIDENT REPORT**

Name of person involved _____ DOB _____

Date: _____ Time: _____ Location of incident: _____

Description of incident/staff action: _____

Staff member completing report:

Printed name _____ Signature: _____

Parent notified: Yes _____ No _____ Time: _____ Date: _____

School nurse comments/recommendations: _____

School nurse signature: _____ Date: _____

Corrective action taken to avoid a repeat of the accident/incident in the future: _____

Building administrator signature _____ Date _____

ARREST/CRIMINAL INVESTIGATION

- Administrator will confirm facts with the arresting officer or Police Department. Get as much information from these sources as possible.
- Staff will cooperate with authorities.
- Administrators will convene a Crisis Response Team meeting to identify students and staff who might be affected, and generate a statement/script to be used responding to staff, parents/guardians, students, and the media. Offer the Employee Assistance Program to staff.
- Notify the administrator immediately of any arrest or investigation of school staff as soon as information becomes available. Administrator will seek legal counsel and notify the Board of Education President.
- Administrator will arrange for area supervision as needed.

All inquiries by the media, parent(s)/guardian(s), or others outside the school setting will be directed to the District Administrator.

CRITICAL CONCERN INCIDENT

In the event of a critical concern incident (defined on case by case basis, community, staff, or student death; or other major traumatic event) the administration team and appropriate student support team members will meet to determine what appropriate next steps are.

HAZARDOUS MATERIALS

Eye Contact/Skin Exposure

- Flush exposed area with water
- Contact the school nurse
- Contact the office
- Attempt to learn the details of the exposure
- Administrator or school nurse will call the Poison Control Center, 1-800-222-1222 and/or 9-1-1
- Locate the **Safety Data Sheet (SDS)** for that particular chemical (on file in the receiving room and Building and Grounds office) and treat victim according to the recommendations noted
- Bring **SDS** or container with individual if transported to the hospital
- Check with the office for appropriate documentation

Inhalation/Ingestion of Chemicals

- Contact the school nurse
- Contact the office
- Attempt to learn the details of the exposure
- Administrator or school nurse will call the Poison Control Center, 1-800-222-1222 or 9-1-1
- Locate the **Safety Data Sheet (SDS)** for that particular chemical (on file in the receiving room and the Building and Grounds office) and treat victim according to the recommendations noted
- Bring **SDS** or container with individual if transported to the hospital
- Check with the office for appropriate documentation

Handling of Spilled Liquids

- Call the office to report the incident
- The office staff will contact the Buildings and Grounds staff
- Determine the need for any outside resources. Call **9-1-1** if necessary

- Attend to any person who may have been contaminated by liquid
- Evacuate all non-essential personnel from the spill area and secure the area
- If the spilled material is flammable, turn off ignition and heat source(s)
- Avoid breathing vapors of the spilled material
- Buildings and Grounds staff will secure supplies to effect cleanup

Gas Leak - If odor is detected in the building:

- Contact the Buildings and Grounds staff
- Buildings and Grounds staff will assess the situation and act appropriately
- If necessary, an evacuation plan will be initiated. Follow your building evacuation plan
- Administration will contact Xcel Energy, **1-800-895-1999**

WARNING: If you suspect or smell a natural gas leak:

DO NOT PHONE FROM WITHIN THE BUILDING

DO NOT USE THE ELEVATOR

DO NOT TURN ON OR OFF THE LIGHTS OR COMPUTERS

DO NOT PLUG IN OR UNPLUG ANY ELECTRICAL ITEMS

- Phone from a location outside of the building, **9-1-1**
- If Xcel Energy personnel or Emergency Assistance Personnel are not on site, have the Buildings and Grounds staff turn off the main gas valve. Inform the fire department whether or not this has been done
- Keep students at a safe distance until the problem has been corrected

MISSING STUDENTS

- Staff will notify the office if they are unable to locate a student who had been in attendance
- Search the school and grounds, the administrator may utilize the lock down procedures if necessary
- The Administrator will contact the parent(s)/guardian(s)
- The Administrator will notify authorities if needed
- The Crisis Response Team will convene to determine further action
- Cooperate with authorities in any investigation
- The School Secretary will compile a list of visitors to the building
- The District Administrator or designee will handle all media interactions

Additional Information

It may be necessary to compile specific information about the missing student to provide to authorities such as height, weight, race, clothing, physical characteristics, extracurricular activities, friends, history, method of transportation to and from school, and emergency information. School photos will be made available.

NATIONAL/REGIONAL EVENTS

- Information related to the event should be given to the administrator
- The Crisis Response Team will meet to discuss further action (see *Age-Related Reactions to a Traumatic Event*)
- The Crisis Response Team will decide what and how information will be disseminated
- If appropriate, send a letter home with students

In the event of a national incident (terrorist act, assassination, etc.), students in grades K-5 will not have access to news coverage. The Administration and Pupil Services Team will decide the extent of access to news coverage for grades 6-8. Students in grades 9-12 will be allowed to watch the events while the breaking news is unfolding. Once the historic events begin to be continually replayed, it will be turned off.

SEXUAL OFFENSES

Assault and/or Rape During School Events

In the event there is an occurrence of rape and/or serious assault on school property or during school sponsored activities, school personnel should follow these procedures

- Contact the Administrator, Title XI Coordinator, or designee
- Administrator calls 9-1-1
- Secure the scene for possible police investigation
- Follow the direction of the police
- Record all facts or statements made by anyone involved. Do not question or try to gather other information.
- Make sure a staff member remains with the victim
- If the injured party needs to be transported to a medical facility, assign an adult (chosen by the victim) to accompany the victim
- Administrator ensures that the parent(s)/guardian(s) have been contacted
- District Administrator or designee will handle all media interactions
- Convene Crisis Response Team

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Shellie Swanson
MS/HS Principal
715-779-3201 ext. 506
300 N. Fourth St.
Bayfield, WI 54814
sswanson@bayfield.k12.wi.us

Mike Peterson
4K-5 Principal
715-779-3201 ext. 317
300 N. Fourth St.
Bayfield, WI 54814
mikepeterson@bayfield.k12.wi.us

THREATENING WEATHER

Severe Thunderstorm

If a severe thunderstorm WATCH has been issued in an area near the school. “Watch” indicates the possibility that weather conditions exist that could create a severe thunderstorm.

- Monitor the local Emergency Alert Stations, weather radio, and television
- Notify all classes on field trips or out of the building that a watch has been issued

If a severe thunderstorm WARNING has been issued in an area near the school. “Warning” indicates that a severe thunderstorm has formed and poses an imminent threat

- Make an announcement of the warning: *“Can I have your attention, at this time the National Weather Service has issued a Severe Thunderstorm Warning for our area. Teachers, please close all doors and windows and remain inside the building in your current location until an all-clear is announced.” (If close to dismissal time, announce “Do not release students to go home until directed to do so.”)*
- Notify all classes on field trips or out of the building that a warning has been issued
- If the situation warrants, proceed with tornado warning procedure
- Bring all people inside buildings
- Staff takes attendance to account for all students
- Close all doors and windows
- Administrators and Buildings and Grounds staff will assess for damage before an all clear is given
- If major damage is found, follow the *Building Destruction* and/or *Evacuation* procedures
- Remain in a safe area until the warning expires and an all-clear is announced

Tornado

If a tornado WATCH has been issued in an area near the school. “Watch” indicates the possibility that weather conditions exist that could create a tornado.

- Monitor the local Emergency Alert Stations, weather radio, and television
- Notify all classes on field trips or out of the building that a watch has been issued

If a tornado WARNING has been issued in an area near the school (“Warning” indicates that a tornado has been sighted or indicated on radar)

- Make an announcement of the warning: *“Can I have your attention, at this time the National Weather Service has issued a Tornado Warning for our area. Teachers, please close all doors and windows and proceed to your designated areas. Remain inside the building in your designated area and silent until an all-clear is announced”. (If close to dismissal time, announce “Do not release students to go home until directed to do so.”)*
- Notify all classes on field trips or out of the building that a warning has been issued
- Bring all people inside buildings
- Close all doors and windows
- Staff takes attendance to account for all students
- Administrator and Buildings and Grounds staff will assess for damage before an all clear is given
- Major damage is found, follow the *Building Destruction* and/or *Evacuation* procedures
- Remain in a safe area until the warning expires and an “all-clear” is announced

WEAPONS/AMMUNITION ON PREMISES

- If a weapon and/or ammunition is found or suspected to be present, secure the premises and notify the administrator
- The Administrator will call 9-1-1 and initiate a lockdown if necessary
- The Administrator will determine if the weapon is safe to handle and move it to a locked location if necessary and call the police
- If the weapon is a gun or an explosive, the police will take possession
- Parent(s)/guardian(s) will be notified
- Refer to weapon procedures in handbooks