

Little Wound School

Guide for Emergency Action Civil Defense and Disaster Preparedness Plans



Emergency Contacts

LWS Security 605-455-6291 * OST Public Safety 605-455-2311

Kyle Fire Dept. 605-455-2311



VIOLENT CRITICAL INCIDENT

(active shooter, person with weapon posing a threat)

WARNING METHOD

PUBLIC ADDRESS SYSTEM, CHAT, TEXT, OR SCHOOL MESSENGER

ALICE is an options-based strategy of preparation and planning for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. It is important to acknowledge that these options are not in any particular order and use best judgment based on the circumstance.

The key components of ALICE are:

- **Alert** - using plain and specific language to **alert** others to the danger
- **Lockdown** - if evacuation is not an option, barricade the room, lock the door, move the desks/cabinets/tables, tie off the handle, and make the room inaccessible.
- **Inform** - communicate and **inform** the situation in real time. Update after **alert**, specify location, and description, and give directions when applicable.
- **Counter** - this is a method of last resort. When **evacuate** is not an option and **lockdown** has been compromised. Create noise, distractions, and movement to interfere with the person presenting the danger
- **Evacuate** - the preferred method of response. When safe to do so, remove yourself and others around you from the danger zone. **Alert** and **inform** are critical to performing this.

In an *evacuation* response the rally points for Little Wound School are the following places:

- Kyle Catholic Hall
- Lakota Fund
- Youth Center

SHELTER-IN-PLACE

Precautionary procedures for external hazards or events where building evacuation is not recommended. This could include but is not limited to police activity in the area, potential threats in the area, weather, or other chemical hazard.

WARNING METHOD

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- Announcement will be made to shelter-in-place
- Get everyone inside the building
- Lock all doors and windows
- Account for students/staff presence
- Learning and typical school activities can resume once all students/staff are indoors
- All activities must remain indoors until all clear is given
- Be alert, if you see something suspicious, report it



FIRE EMERGENCY

PRACTICE FIRE DRILL PROCEDURES

The following instructions are to be followed in the evacuation from the classroom and building.

AT THE SOUND OF THE FIRE ALARM:

- Upon the sound of the fire alarm, the principal shall proceed immediately to a well-defined station near the building office in order to observe the drill and make sure the procedure is being followed.
- Pupils should stop work immediately. Time is not to be consumed in putting on wraps or retrieving items from their desks.

- The teacher takes charge - leads the group in a single file out of the building following the posted procedure already outlined.
- Pupils absent from their regular room must not attempt to return to their own class but should leave by the nearest available exit under the direction of the instructor in charge.
- Security and Maintenance will make sure that the rooms are empty and doors closed.

ACTUAL FIRE WITHIN SCHOOL BUILDING: (In the event a fire is detected within a school building, the following be:

- Sound the school fire alarm. This will automatically implement action, LEAVE BUILDING.
- Turn off lights and all electrical equipment, and close all doors and windows.
- Take roll.
- Maintain control of students at least 100 ft. from the nearest building.
- Render first aid as necessary.
- Notify the Superintendent's office.
- Keep access roads open for emergency vehicles.
- The Superintendent will determine whether action, GO HOME or any further actions, should be implemented.



SEVERE WEATHER

WARNING METHOD

PUBLIC ADDRESS SYSTEM, CHAT, TEXT, OR SCHOOL MESSENGER

The U.S. Weather Bureau can usually forecast severe weather with a high degree of accuracy. If time and conditions permit, action, GO HOME may be implemented prior to an emergency. Local severe weather patterns should be communicated to all staff members, such as what

direction windstorms usually come from and what roads will be blocked if a snowstorm comes from what direction.

If a TORNADO or HIGH WINDS develop during school hours with little or no warning, the following Emergency Actions will be accomplished:

- Implement action, TAKE COVER.
- Students and staff should be assembled inside shelters or buildings.
- Close windows in high winds; open windows for tornadoes.
- Remain near an inside wall on the lower floors if possible.
- Evacuate classrooms bearing the full force of the wind.
- Avoid auditoriums, gymnasiums, and other structures with large roof spans.
- Keep tuned to KILI 90.1 F.M. in Porcupine, SD for the latest advisory information.
- Take roll of the class under your supervision at that time.
- Notify utility companies of any break, or suspected break of power or gas lines.
- If possible, contact the Superintendent's Office or Facility Supervisor's Office.
- Buses should travel at right angles (90 degrees) away from the tornado's path.



TORNADO

Shelter Places: High School Tunnel, Basement Area

When a tornado signal is sounded, persons shall immediately go to their designated areas. Go to that part of the designated room, line up and then extend your arm forward touching the back of the person in front of you. Upon hearing the command of "DROP" persons will then kneel placing their head between knees then clasping hands over their head and staying in this position until the "ALL CLEAR" signal is given.



FLOOD

WARNING METHOD:

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The Extent of the flood and the time before it arrives will dictate the course of action to be taken. The Superintendent, building principal, or designated personnel may initiate the following

Emergency Actions:

- Execute Actions GO HOME or
- Execute Actions LEAVE BUILDING or
- Provide care for students at the school



BOMB THREAT

(Peace Time)

In the event of a threat of a bomb within the school, the following will be accomplished:

- If the call comes to you, follow the procedures posted near the telephone
- Sound the School fire alarm. This will automatically implement action, LEAVE BUILDING, if the decision is made to evacuate
- Caution all personnel against picking up any strange object
- Notify the Kyle Police and Fire Department (455-2311)
- If there is no evacuation, notify all teachers over the intercom that there has been a bomb threat and have teachers make a check in their classrooms for questionable objects. Should anything be found, a trained searcher will check out the object

- Students and staff should not return to the school until the Police Department, Sheriff's Office, or Fire Department declares the school safe.
- Designated runners will notify the proper personnel or authorities.



EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the school, or the threat of an explosion, such as those caused by leaking gas or a faulty boiler within a school building, the following will be accomplished:

EXPLOSION:

- Command "Drop" is given (reaction already qualified).
- If the explosion occurred within the building or threatened the building, the teacher should immediately implement action, **LEAVE BUILDING**.
- Sound the school fire alarm.
- Notify the Fire Department.
- Notify the Kyle Police Department.
- Move to an area of safety, and maintain control of students.
- Render first aid as necessary.
- Fight incipient fires without endangering life.
- Take roll.
- Notify the Superintendent's office.
- Notify utility companies of a break, or suspected break.
- The Superintendent personnel will direct further action as required.
- Students and staff should not return to the school until Fire Department Officials declare the area safe.

OR

THREAT OF EXPLOSION: Sound the fire alarm. This will automatically implement action, LEAVE BUILDING.