



Section 3: Response

Section 3.2 - Critical Incidents

“Critical incidents” are events requiring an immediate response by public safety agencies and are managed by school administrators only until public safety officials arrive. They typically involve activation of a school Crisis Management Team. Critical incidents include but are not limited to natural and technological disasters and security emergencies that adversely affect the normal operation of the school. Examples include tornados, severe weather incidents, terrorist attacks, fire, hazardous material spills, school shootings, situations involving hostage and/or kidnapping, threats involving weapons, etc.

3.2.A General Procedures

When reporting a building crisis that requires assistance of emergency responders, please take the following actions:

Step 1: CALL 9-1-1

1. Give the dispatcher a detailed report of the situation.
2. Tell the 9-1-1 dispatcher exactly where the person in charge (most likely the Superintendent or Principal) can be found and a description of the person in charge.
3. Report the crisis at once to the Superintendent: Jason Bailey, 605-999-7228 (cell phone)
4. The Superintendent or Principal will designate a person to wait outside for emergency personnel and direct them where to go.

What to do Next:

1. Activate the Crisis Management Team.
2. Communicate the nature of the crisis to students and staff by activating the signal to evacuate or by making the announcement to secure classrooms.
3. Set up the Command Post and stay put.
4. Notify Fire Fighters or Police Officers of the location of disabled students.
5. Dispatch a team to assigned areas, checking restrooms, vacant rooms, and lockers.
6. Secure all doors to the building, if appropriate.
7. Confirm roll count of students at the Command Post.
5. Secure all records and office valuables in a safe place.
6. If it is necessary to send anyone to a hospital by ambulance, a staff member must ride along and stay with the injured person until their family member arrives.

In the event that a crisis occurs causing a power outage, the backup generators will automatically trigger the emergency lighting. However, it is a good idea for teachers to have a flashlight in their rooms to help children move safely throughout the building.





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3.2.B Threatening Call Checklist

1. Use a "Threatening Call Report" to record as much information as possible. While it is unlikely that the caller will stay on the line long, attempt to get a record of as much information as possible.
 - a. A copy of the "Threatening Call Report" can be found in Appendix C at the end of this guide.
2. Upon receipt of a call that threatens harm to people or facilities, the person receiving the call should make every attempt to:
 - a. Prolong the conversation as much as possible.
 - b. Identify background noises.
 - c. Note distinguishing voice characteristics.
 - d. Determine the caller's knowledge of the facility.
3. During the call, attempt to signal another person to notify the Superintendent immediately.
4. When the caller hangs up, the person receiving the call will immediately use the same phone line that the threat came in on and DIAL *57, which is the trace option through the phone company.
5. Notify the Superintendent of the threat. The Superintendent will then determine whether to search, evacuate, call the police, etc.
6. Share the last call trace information with the police officer.
7. The Superintendent will make all necessary calls to the authorities and evacuation sites.

3.2.C Bomb Threat

In the event that a staff member receives a call indicating that there is a bomb in the school, the following general procedures should be followed:

1. Follow steps 1-7 from the "Threatening Call Checklist" section outlined above.
2. The Superintendent will decide whether to evacuate the school immediately and search the facility or make a preliminary search prior to any other action.
3. The Superintendent will alert staff members via email, then make an announcement for everyone to check their email. This is the signal for staff members to search their areas.
 - a. Staff members should look for items that don't belong in their room or nearby hallways and report suspicious items to the administration.
4. Prior to evacuating the building, the Superintendent, Principal or designee will conduct a search of the school grounds immediately outside of the building to determine if it is safe to exit the building. A custodian will search the roof of the building, as well.
5. Alert the staff and students that a situation has arisen that requires evacuation of the school building. Ask students to **"please remain calm and stay with your class and teacher. We will evacuate the building when the fire alarm sounds."** Call 911 to notify them you are using a fire alarm to evacuate the building.
6. If there is time, bring the Crisis Management Policy binder with you.
7. The Superintendent shall establish an emergency command post at St. Stephen's Catholic Church in Bridgewater or First Baptist Church in Emery. Please see the section titled "Outside Command Post Locations" for addresses and alternate locations.

Huskies

Bridgewater Site
PO Box 350

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8. Take attendance as soon as possible.
 - a. Current enrollment lists will be located in the Crisis Management Policy binders.
9. Red and green cards are located in the Crisis Management Policy binders. Teachers will hold up these cards after taking attendance in order to alert administration of a missing child.
 - a. Green Card: All students are accounted for.
 - b. Red Card: A student is missing.
10. Staff should supervise and reassure students throughout the duration of the emergency. Staff should also make an effort to keep students together in their assigned emergency groups.
11. Use the bullhorn or portable loudspeaker (if available) to communicate with students and faculty about the search. Reassure them that the school will be thoroughly searched before students are asked to return to the building.
12. The Superintendent will notify police officials who will then check the hallways, classrooms, and storage areas for suspicious items.
13. **Do Not** use cell phones or radios within a block of the building during a bomb threat. They could potentially activate a bomb.
14. If students are to return to the building, explain the precaution that has been taken to make sure the building is safe.
 - a. The Superintendent will direct students and staff to return to a specific class period.
15. Students who want to leave must have parent/guardian permission confirmed by an administration member. They must sign out with a specific departure time noted. A copy of the "Emergency Release Form" can be found in Appendix A of this guide.
16. A debriefing session will be held for school staff, law enforcement officers, firefighters, ambulance personnel and other responders to discuss the event, review the response effort and identify areas to be improved. Debriefing sessions may need to be conducted for students, staff, parents and other community members depending on the extent of the crisis.

3.2.D Assault

An assault is the intentional infliction or attempt to inflict bodily harm upon another person. Early intervention may reduce or eliminate escalation of the incident. When the assault occurs:

1. Notify building administration and call 9-1-1.
2. Ensure the safety of students and other staff.
3. Disperse onlookers and keep others from congregating.
4. Do not leave the victim alone and ensure first aid is rendered if needed.
5. Seal off the area to preserve evidence for law enforcement.
6. Gather as much information to relay to the police.
 - a. Note the name and/or description of assailant.
 - b. If the assailant has left the building, determine direction and mode of travel.
 - c. If assailant leaves in a vehicle, provide a description of the vehicle and license number.
 - d. Identify any witnesses.
 - e. Describe the type and number of injuries.
7. The Superintendent or Principal will determine if a lock-down is necessary.
8. Administration will notify parents or legal guardians of students involved.
9. Administration will document all actions taken by staff and complete incident reports.

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3.2.E Fight/Disturbance

Not all fights are criminal in nature. Many fights or disturbances are spontaneous behavioral situations that should not elicit a significant response from law enforcement. They should be handled by school staff and follow school district disciplinary policies and procedures.

When a fight or disturbance occurs:

1. Notify building administration.
2. Ensure the safety of students and other staff.
3. Disperse onlookers and keep others from congregating in the area. Don't let the crowd incite participants.
4. Separate participants.
 - a. A teacher or Principal may use reasonable force when it is absolutely necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
5. Ensure that first aid is rendered to all injured parties.
6. Administration will notify parents or legal guardians of students involved.
7. Administration will document all actions taken by staff and complete incident reports.

3.2.F In Case of Fire

In the event of a fire, the fire alarm will be activated to signal everyone in the building to evacuate immediately. At the sound of the fire alarm, all students must walk as rapidly as possible into the hall and out the nearest exit without crowding or running. Smoke is just as dangerous as fire, as most fire deaths are due to smoke inhalation. Teachers must use their best judgement when using the predetermined fire escape routes.

If there is adequate time, the clerical staff must attempt to close all vaults/fire files and secure all records.

Once the fire alarm sounds, all teachers must:

1. Check to see that all students are out of the room, that windows and doors are closed and that lights are turned off.
 - a. Doors should be shut, but not locked so that firefighters can sweep the room.
2. If there is time, bring the Crisis Management Policy binder with you.
3. Following the closest fire escape route, escort students across the street on either side of the building to the predetermined safe areas.
 - a. The safe areas are at least 50 feet away from the building, but the distance may need to be extended depending on the wind direction, the location of the building on fire, the direction from which the fire is arriving, and the location of fire equipment.
4. If the primary route is blocked or dangerous, use closest, safe exit.
5. Take attendance as soon as possible.
 - a. Current enrollment lists will be located in the Crisis Management Policy binders.

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6. Red and green cards are located in the Crisis Management Policy binders. Teachers will hold up these cards after taking attendance in order to alert administration of a missing child.
 - a. Green Card: All students are accounted for.
 - b. Red Card: A student is missing.
7. Reassure students throughout the duration of the emergency.
8. Make an effort to keep students together in their assigned emergency groups.

The fire emergency crew will check hallways, classrooms and storage areas to make sure everyone is out of the building. The students and staff will remain outside until a fire department official has declared the area safe. Under no circumstances should an employee attempt to fight a fire that has passed the stage where it can be put out with a fire extinguisher.

3.2.G Hostage or Shots Fired Situations

Any staff member or student who observes an intruder carrying a weapon (firearm, knife, etc.) in the building or on the school grounds should gather the following information:

1. Last known location of the intruder.
2. Direction of travel.
3. Description of the individual.
4. Information on the type of weapon.
5. Number of hostages.
6. Number of injuries.

Notify the Superintendent, Principal or designee right away. One of these individuals will then:

1. Call 9-1-1 immediately.
 - a. Stay on the line with the 9-1-1 dispatcher. Be prepared to describe the exact location of the hostage situation.
2. Use the intercom system to alert staff members to lockdown the entire building.
 - a. The lockdown code will be **"CODE HUSKIES."**
3. If possible, school bells or alarms should be switched off to avoid confusion. If bells/alarms can't be disabled, announce to disregard all bells and alarms.
4. Systematically contact each classroom via the phone system to gather information about the status of students and staff members.
 - a. A "Room Status Checklist" will be used to take notes on the conditions in each classroom.
 - b. A copy of the "Room Status Checklist" can be found in Appendix A of this guide.
5. Gather and record information about the incident.
 - a. Who is the hostage taker (name, physical description, clothing description, etc.)?
 - b. Who is being held (number of hostages)?
 - c. Lay of the room.
 - d. What are the intruder's motives and emotional state?
 - e. Are there significant health problems of anyone directly involved?
 - f. Are there any weapons observed? If so, what?
6. Meet the responding officer at the designated contact site.

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- a. Take a set of building keys and a school floor plan map to the contact site and point out the last known location of the intruder on the map.

As soon as the police are on-site, they will take control of the scene in accordance with police department policy. From there, the following tasks will take place:

1. After the building is secure, under the direction of the police, students and staff will move to a designated secure relocation site. The school building and grounds are considered a crime scene so no police will supervise any movement on campus until their investigation is completed.
2. Information and instructions for parents will be shared through the media as well as through text or email notifications.
3. Police and school officials will work together to designate a place and time to communicate with the media. They will also decide who will speak to the media and what information will be shared.
4. Police will determine when the students will be released at the relocation site. Prior to release, the students will be screened to determine if they have knowledge that may be helpful to the incident's investigation.
5. Prior to leaving, students must have parent/guardian permission confirmed by an administration member. They must sign out with a specific departure time noted. A copy of the "Emergency Release Form" can be found in Appendix A of this guide.
6. A debriefing session will be held for school staff, law enforcement officers, firefighters, ambulance personnel and other responders to discuss the event, review the response effort and identify areas to be improved. Additional debriefing sessions will be conducted for students, staff, parents, and other community members.

3.2.H Classroom Lockdown Procedures

Lockdown procedures are used to protect occupants from potential dangers in the building (i.e. threats, intruders) or external threats that may enter the building. The following procedures will be utilized during a lockdown:

1. When the intercom system or phone system alerts a lockdown, staff members will clear all students from the hallways or bathrooms and have them go to the nearest classroom.
 - a. Please note any students who are missing from your class and/or any extra students in your classroom.
2. Students and staff members will be confined to their room until notified of evacuation plans or that the situation is clear.
3. Staff members will lock all doors and windows and turn off the room lights.
4. Staff members will have students move away from windows and doors and sit near an interior wall out of the line of sight from the hallway windows.
5. Remind students to remain quiet, no talking.
6. Use red and green cards to communicate with emergency responders. Place the appropriate colored card in the doorway window or under the door. One should also be placed on an outside window if the room has outside windows.
 - a. A green card in the window indicates the classroom is safe.
 - b. A red card indicates that emergency assistance is needed as soon as possible.

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- c. No card will indicate to law enforcement the need to enter the room, as the intruder may be present.
7. Once your room is secured, DO NOT leave the room until escorted by police officers or you are given permission to leave by the administration.

3.2.I Intruder in Your Room Procedures/Shots Fired

If the intruder gains access to your room, staff members and students directly involved in the incident should follow orders from the subject without heroics. If the intruder tells a teacher or others to leave the room or area, the people need to leave to avoid angering the intruder. The following are instructions to avoid escalating the situation.

1. Attempt to calm and distract the subject to gain time for police response.
2. Avoid soliciting demands.
3. Avoid bargaining or making concessions.
4. NEVER exchange yourself or anyone else for a hostage.
5. Avoid giving orders to the intruder.
6. Do not make suggestions to the intruder.
7. DO NOT ask acquaintances or family members to talk to the subject.

If you are contacted by the office while the intruder is in the room, respond with the phrase **“WE ARE LOCKED DOWN.”**

In the event an intruder begins shooting or assaulting people in your room, the students and staff members should exit the room, leave the building through the nearest exit and run immediately to the command post location.

3.2.J Tornado Warnings

Because tornadoes can occur with little, if any, warning, minutes and even seconds can mean saving lives. Tornado drills will be conducted throughout the year to ensure all students and staff know where the tornado safe areas are. Students and staff must also practice the “Drop & Tuck” position, which is the best way to sit during a tornado to prevent major injuries. These procedures are outlined below.

“Drop & Tuck” procedures:

- Face the interior wall.
- Drop to your knees and roll forward to the balls of your feet.
- If physically unable to kneel, a person may sit on the floor.
- Tuck your head down and place your hands on top of your head and neck.
- Do not lie flat on the ground.

In the event of a Tornado Watch:

1. The school office personnel will continuously monitor the weather and relay any changes/updates to the Principal.

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2. The Principal will inform teachers that a Tornado Watch is in effect.
3. Teachers will review the "Drop & Tuck" procedures with students.

If a Tornado Warning is in effect (tornado has been sighted in the McCook or Hanson county areas either visually or on radar), the following actions will be taken:

1. Inform the Superintendent of the Tornado Warning.
2. Office personnel will continue to monitor the weather.
3. All students must be brought into the building.
4. Ensure all outside doors are closed.

If the tornado warning occurs at the end of the school day, children will not be dismissed from school until the tornado is clear of the area.

If a tornado has been sighted or reported in the vicinity of either school, the following actions will be taken:

1. An administrator will make the following announcement over the intercom: "We are in a tornado warning, please take shelter according to the tornado emergency plan."
2. Teachers will lead all students to their predetermined safe place in a calm, orderly manner. Walk, do not run.
3. Teachers should turn off lights and shut doors once everyone has exited the room.
4. Stay away from windows and large open rooms like gyms and auditoriums.
5. Once at the designated safe areas, everyone should "Drop & Tuck."
6. Teachers will then take attendance.

After a tornado:

1. Carefully render aid to those who are injured until emergency personnel arrives.
2. Lead students out of damaged parts of the school to avoid falling debris.
3. Ensure nobody is using cell phones, matches or lighters, in the case of leaking natural gas pipes or fuel tanks nearby.
4. Set a calm example for students at the disaster scene, and reassure those who are shaken.

If a tornado has hit the building, it can be unsafe for students and staff to go outside or move throughout the building. The best action is to stay put until emergency personnel gives further direction. If a teacher believes their area is unsafe and that their students are at risk, the teacher will escort their students to the nearest safe location. They will wait there for emergency responders to give instructions.

If a tornado warning occurs while students are on a school bus, the bus driver should take the following steps:

1. Stop at the closest available building which can be used as a shelter. Get students inside until all the "all clear" is announced.
2. Advise students to seek cover and place themselves in a protected position, covering their head and face.
3. If suitable shelter is not available, have the students disembark and lie flat in the lowest area available.

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3.2.K Death of a Student/Staff at School

In most cases, no determination of death will be made at the school site. CPR and other first aid measures should be continued until the ambulance arrives to take the person to the emergency room. It may be appropriate to send a staff member to the emergency room to meet the family, stay with them, and report information back to the school administration.

To help students and staff deal with the crisis, follow these steps:

1. The Superintendent will notify the Principal (or vice versa) immediately.
2. The Superintendent will activate the Crisis Management Team, team counselors trained to assist students and staff in dealing with the crisis (area clergy, area counselors, and Cornbelt Coop counselors and psychologists).
3. The Crisis Management Team members will meet to develop a plan of action and responsibilities will be delegated at that time.
4. When school is not in session, an email will be sent to alert staff members.
5. A staff meeting, including all persons employed at that building, will be held to:
 - a. Present facts of crisis and answer questions.
 - b. Relay school district policy in a crisis.
 - c. Identify high-risk students and develop strategies to deal with student reactions.
 - d. Present a plan for individual classroom meetings.
6. An announcement will be prepared for teachers to read to students in their classrooms.
7. Teachers in the classroom will:
 - a. Allow students to discuss concerns.
 - b. Acknowledge student feelings.
 - c. Dispel rumors.
 - d. Let students know where counseling is available.
8. The Crisis Management Team will provide counseling to staff and students.

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