

**Auburn
Career Center**



**School Crisis
Plan
2024-2025**

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Mission Statement

Auburn Career Center provides an innovative career and technical education that **empowers** all learners to **excel** in the emerging workplace and **enrich** their community.

Core Values

We believe that:

- People are personally responsible for their choices and actions.
- Treating people with dignity and respect will enhance learning.
- Attitude and goals drive achievement.
- All people can learn.
- All people can make positive contributions.
- Change is exciting and essential for growth.

Preface

What is the definition of a Crisis?

A crisis can have major impact on an educational facility or an entire school district, depending on the nature of the crisis. The most important consideration in dealing with a crisis is the health, safety and welfare of the students and staff.

A crisis can happen at any time. Examples include bus accidents, kidnapping, gas explosions, death of a student or staff member, hazardous waste accidents, or a hostage situation.

Some of these things are very likely to occur at any school. The larger the school district, the more complicated the communication chain may become for contacts within the district. The larger the community, the more media contacts there are to be made. Regardless of size, there are certain persons who need to be called in crisis situations.

For issues that have a general impact, such as a natural disaster, or for issues that affect the district as a whole, responsibility for crisis management rests with district administrators.

The District Administrative Team is listed below, with the Executive Director acting in the capacity of Administrative Safety Director. That individual will lead the District's immediate response to a crisis and also be in charge of coordinating the drills and other activities of preparation.

Brian Bontempo, Superintendent	(440) 358-8011
Sherry Williamson, Treasurer	(440) 358-8006
Jeffrey Slavkovsky, Executive Director of CTE	(440) 358-8033
David Leone, Director of Curriculum and Instruction	(440) 358-8030
Michelle Rodewald, Director of Adult Workforce Education	(440) 357-7542 x8159
Chris Mitchell, Director of High School	(440) 357-7542 x8060
Shelby Kaminski, Director of Special Education	(440) 357-7542 x8151
Matthew Bryan, Director of Career Development and Enrollment	(440) 357-7542 x8020
Victoria DePasquale, Assistant Treasurer	(440) 357-7542 x8044
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Sanja Medved, Manager, Food Service	(440) 357-7542 x8214

Administrative Responsibilities

- The Superintendent or Designee shall develop a list of persons in charge of the facility in his/her absence. It is advisable that this list be accessible to others.
- Persons in charge when the Superintendent is away shall have copies of the Crisis Plan or shall be made fully aware of the location of the book.
- Persons in charge when the Superintendent is away need to be thoroughly familiar with crisis situations and how to use this publication.
- The Administration needs to devise a procedure for notifying parents/guardians in the event the school needs to close after students have arrived.

Superintendent's Assistance to Stricken Areas

- Utilize emergency plans as described in this manual.
- Assess and control the situation.
- The Director of High School or Director of Adult Workforce Education will have someone contact the Superintendent requesting assistance and explaining the situation and needs.
- Superintendent will gain information, collaborate with the Executive Director, Director of High School, Director of Adult Workforce Education, and Director of Maintenance, and then assess the situation and communicate appropriate action, making necessary contacts to activate assistance.
- Superintendent will advise other Administrators as to assistance that may be expected through the Executive Director, Director of High School, Director of Adult Workforce Education, or the Director of Maintenance.
- The Superintendent will coordinate with the media. If camera crews attempt to go to a particular site, the Superintendent will go to that site. The Superintendent should immediately be forwarded any calls or inquiries for interviews as well as be made aware of any camera crew on school property.

General Guidelines

- 1) The Executive Director acting in the capacity of Administrative Safety Director will be responsible for leading the immediate response to any crisis.
- 2) This District should annually identify individuals who are on their crisis team, with specific duties assigned to each.
- 3) If a crisis occurs, the Superintendent, Administrators, and other appropriate personnel should be notified immediately and kept apprised of continuing developments. The district team can assist with information, decisions, logistics, media contacts and agency/governmental contacts.
- 4) When the crisis is over, a meeting will be held with all involved to evaluate the plan and make any necessary modifications.

Communicating with the Media in Times of Crisis

- 1) The primary goal should be to keep the public informed about the crisis while trying to maintain the privacy of students and staff, while at the same time assure as little interruption of the educational process as possible.
- 2) The Superintendent will be the sole communicator with the media for the District regarding the crisis. If local authorities are involved, the Unified Command Team will make decisions on who will address the media about what.
- 3) All facts will be provided to the media, after verified and cleared by local authorities to the Superintendent, and repeated consistently.
- 4) All messages will be concise and focused to provide a summary of events, the next steps to be taken, and acknowledge who is leading the resolution of the crisis.
- 5) As dictated by the Unified Command Team, the Superintendent and/or the Public Information Officer will provide the media with regular and frequent updates during the resolution of the crisis.
- 6) If cleared by local authorities, after the crisis is over, a summary of the incident will be provided to bring closure to the event.
- 7) The Superintendent will treat all media inquiries with honest, respectful, and timely information. The Superintendent will express all personal and empathetic messages to families, staff, and other public audiences as needed.

- 8) All other school personnel should refer any media inquiries to the Superintendent stating that “all communication is coordinated through the Superintendent to provide the media with the most up-to-date and factual information.” In addition, all staff should not be making statements about the incident through social media, blogs, texting, email, or any other electronic means. All comments made could become public, despite if they are accurate or not.
- 9) As soon as possible, prepare a written statement that gives the basic facts clearly and concisely or ask the Superintendent to prepare one for you. *Two or three minutes spent writing down some specific points is valuable.* If there is time, try to anticipate what some of the questions will be and prepare answers. News people will always want to know: who, what, when, where, why, and how.
- 10) If news media personnel arrive on campus while students are in class, guide their activities so they will not disrupt the educational process. The news media can come onto the campus but should not be permitted to enter buildings or interview students without parent permission, and will be relegated to the area identified by the Unified Command Team.
- 11) Staff members should not be engaged in conversation with the media or reporters. *Do not let a reporter's friendly, sympathetic manner disarm you into giving him/her additional information. Do not assume any chatty comments "are off the record" even if you or the reporter say they are. Keep in mind that the media are not in business to help you with your communications needs; the media are in business to 1) make money and 2) disseminate news. "News" can be defined as any information of interest to the public.*
- 12) Staff should be aware that reporters are under constant deadlines, but no deadline is so important that it is worth making an inaccurate statement. If a reporter says he/she has deadline problems, ask how long you have to get the information, and then try to obtain it within that amount of time. Do not put reporters off; they will only get more insistent and abrasive if you do so. Please refer all reporter inquiries to the Superintendent.
- 13) The Superintendent's Office should be updated on any emergency.
- 14) If the crisis will have a long term effect on the students and staff of the school, a committee should be formed to help provide the Superintendent, Executive Director, Director of High School, and Director of Adult Workforce Education of the information available regarding the progress of moving past the incident.

All communications will be evaluated by the entire district and Unified Command after the crisis has ended within 48 hours.

Emergency Evacuation Guidelines

Due to architectural design, and other variable and contributing physical characteristics of a school facility, it is virtually an impossibility to establish a standard emergency evacuation drill or procedure which will effectively, and efficiently, govern all contingencies during the execution of the drill or procedures, but there are fundamentals, which if observed, will expedite the evacuation while maintaining the greatest possible safety factors.

The primary and specific function of the faculty members, custodians, and office personnel is the expeditious evacuation of the student body and all other occupants of the school facility. All other functions shall be secondary and supplemental to the evacuation.

Primary routes are established by the Crisis Team with consultation with local authorities. Secondary or auxiliary evacuation routes shall be established in the event that the primary evacuation route is untenable. Under all conditions, travel distances within the confines of the school facility should be kept to a minimum to disallow, or minimize, the possibility of panic by virtue of extended or prolonged exposure to heat, smoke, or gases.

A Quick Reference Guide to this Crisis Plan is located in each room. Also, emergency evacuation cards, indicating a basic floor plan with primary and secondary evacuation routes, are posted at eye level and on the door knob side of the individual classroom doors. The classroom roster shall be attached to the backside of the emergency evacuation card so that attendance can be made when the class has reached its assigned position outside of the school facility.

A red card and a green card are also included. After attendance has been taken, the teacher should hold up the green card should there be no discrepancies to the day's attendance and the students currently present. Should a student be unaccounted for, or should another student be currently present that is not a member of the class, the red card should be held up. The red card signifies for the assigned personnel to inquire about the discrepancy and coordinate a response.

Faculty members, custodians, and office personnel shall:

- 1) Assist, or cause the assistance of, physically handicapped students. This shall mean to include students temporarily handicapped by broken bones, etc.
- 2) Inspect, or cause the inspection of lavatories, supply rooms, and other lesser occupied rooms and areas of the school facility to insure total evacuation. Members of the student body may not be directed to act in this capacity.
- 3) Inspect, or cause the inspection of, their respective classrooms and areas to insure total evacuation. Members of the student body may not be directed to act in this capacity.

- 4) Close, or cause the closing of, all windows in their respective classrooms and areas. Due to the varying styles and types, malfunctions or ease of closing, this procedure shall be deleted should the efficiency of the evacuation be impaired.
- 5) Close, or cause the closing of, all doors in their respective classrooms and areas. This procedure shall be deleted should the efficiency of the evacuation be impaired.
- 6) Affect a "herding" procedure as opposed to leading or following to insure the elimination of stragglers and the rerouting of the student body in the event the primary route is untenable.

Strict silence shall be observed throughout the evacuation to facilitate the issuance of verbal orders or commands by those in authority.

Swift walking pace shall be maintained against running to disallow, or minimize, the possibility of stumbling, tripping or falling. Use of the handrails shall be emphasized.

All occupants shall be evacuated from the proximity of the school facility so as to disallow, or minimize the possibility of injury from heat, smoke, flame radiation, explosion or debris which may result from a fire and so as not to hamper the operation of the Fire Department.

Shelter in Place

Should the safety and well-being of all be determined to be at risk outside of the building, directives will be given to re-enter a safe section of the building, or directives will be given to enter another building on campus. Shelter in Place locations will include the presentation center, cafeteria, industrial technology building, the technology learning center and/or the horticulture building.

A record of emergency evacuation drills shall be maintained by the Director of High School. These records shall mean to include the date of the drill, the time of the drill, the time necessary for the total evacuation and remarks pertaining to any unusual condition(s) that would tend to minimize the effectiveness of the drill. The record shall include the present school year and the two preceding school years.

Lockdown Procedure

- 1) The Administration will broadcast the following announcement to all areas of the school building: **“Attention! We are in school-wide lockdown.” (Repeat 3 times)** This signals all teaching staff members to:
 - a) Quickly look into the hall for anyone and signal for them to enter their room. Lock themselves and their students in their labs and classrooms.
 - b) Turn off lights, close interior shades, draperies, etc. to cut off visual contact. Leave open all exterior blinds so safety forces can see into the room.
 - c) Direct and make sure that all persons under their jurisdictions in the classroom (lab) are in the designated safe area. All people should be kept away from doors, outside sight lines, and windows where possible. This may include in a locker room, isolated corner or under desks.
 - d) Calmly explain that there is a crisis or crisis drill currently in operation.
 - e) Identify any persons under their jurisdiction who are in attendance but not in their present location. Also take note of anyone present, but not under their direct jurisdiction. **Do not let anyone leave or enter the designated safe area!**
 - f) If any persons in their area are injured, attend to them and administer First Aid, if possible.
 - g) Silence phones and radios. Remember to turn off text alerts as well. Teachers should use cell phones to communicate with the Superintendent (cell 440.251.1250) or other administrators. These numbers should be in your cell phone directory. Should staff or students use cell phones, please keep voice low, and use short concise sentences to convey only pertinent facts. **If possible, use text feature versus voice.** If cell phones are not able to communicate, please assure others that this is normal in times of crisis or disaster.
 - h) If possible, during an intrusion, movements will be monitored through the surveillance cameras and locations announced. Should it be deemed safe to evacuate, refer to the emergency evacuation plan. Individual staff members are to make evaluations of whether an evacuation is possible or not.
 - i) If evacuating is not an option, barricade the doors. Push and stack as many large things as possible up against the door. Remain in the designated safe area until notified by proper authorities. The authorities will be able to enter the room when it is safe. No one will have to let them into the room, so do not attempt to open the door should someone ask from the outside.

- j) Should the fire alarm sound during lockdown, do not necessarily perform the emergency evacuation plan. An emergency evacuation should only automatically be performed if visible flames or smoke can be observed.
 - k) If an actual incident has occurred, as soon as the situation has been resolved write a concise, clear report of their whereabouts, actions, and any direct or indirect relationship to the incident, noting specific details (time, locations, witnesses, etc.) See Appendix B.
- 2) Call 911. State where you are, what is happening and where in the building.
 - 3) All staff and visitors are to move to the designated safe areas.
 - 4) **Student Services Personnel**, as soon as their safety is secured, are to report to the school office to:
 - a) Identify students in need of immediate intervention, and initiate such intervention.
 - b) Contact parents of those students who are identified in 4a).
 - c) Develop a plan for utilization of the Lake and/or Geauga Crisis Intervention Team.
 - 5) **Maintenance Staff**, as soon as their safety is secured, are to report to the school office to assist any emergency personnel and perform emergency repairs.
 - 6) **Employees are advised not to disarm, bargain, reason, etc.** with an armed individual or anyone suspected of being armed. Personal safety and the safety of those persons under Auburn's jurisdiction are of the utmost and only priority. However, individuals faced with incidents that present potential imminent bodily harm or death, professional judgement should be used for response.

Auburn Career Center contracts with the Lake County Sheriff Office (LCSO) to employ a Sheriff Deputy to act in the role of a School Resource Officer (SRO) during the school day. The SRO will actively pursue and engage any violent intruder on the premises.

When the crisis has subsided, care must be taken to protect the privacy of all involved. Relationships with the news media are described earlier in this document. Particular care must be taken to protect the privacy of students. The Auburn Career Center will not allow members of the news media to interview students without the permission of parents or guardians.

Lockdown Drills

Secured Lockdown

The Administration will broadcast the following announcement to all areas of the District:
“Attention! We are in school-wide Lockdown.” (Repeat 3 times.)

This signals all to follow the Lockdown Procedure above

Working Lockdown

The Administration will broadcast the following announcement to all areas of the specific building: **“Attention! We are in school-wide Working Lockdown. Lock your doors and continue your normal business. No one should leave or enter the area you are currently at.”**

Working Lockdowns are used when the hallways need to be clear for various reasons, such as a medical emergency.

AED (Automated External Defibrillator) Procedure

GENERAL GUIDELINES

Location of Automated External Defibrillator (AED)

The Auburn Career Center owns and maintains automated external defibrillators for use on cardiac arrest victims on the school grounds. These AEDs are located in a prominently displayed location in every building on campus. It will be kept visible and accessible to all staff members.

Staff CPR-AED Training

Staff members are offered VOLUNTARY training in how to perform CPR, choking maneuvers, and utilization of the AED. Voluntary training and response assures coverage under Ohio's Good Samaritan Law. This training must be updated biannually to maintain certification. As CPR skills are not required under staff job descriptions, employees are covered by the Good Samaritan Law.

Persons Who Can Use the AED

Any person trained in the proper use of an AED should be allowed to utilize the AED device in an emergency. Normally this will be a staff member; however, students or bystanders should be permitted to use the device, **when an AED trained staff member is not present**. The AED will guide the individual through the process. The standard training will be the Heartsaver AED or Healthcare Provider (Professional Rescuer) Course from the American Heart Association, American Red Cross or other equivalent certifying agency.

If the AED is Used

In the event that the AED is used, contact the person in charge of AED maintenance, John Blauch, immediately. The AED can be used again by using the extra set of electrodes, available in the AED case. The defibrillator battery is good for multiple shocks and events. The AED records the heart rhythms, thus the event can be electronically downloaded, such that information for the physician caring for the patient can be reviewed later.

General Guidelines for AED Use

The procedure for use of the AED will be in congruence with the manufacturer's recommended operating instructions and the current American Heart Association's recommendations for CPR-AED use and implementation [revised every eight (8) years].

Caveats for AED use are:

- 1) CPR must be performed in combination with the use of an AED.
- 2) The AED pads are only applied to unconscious, non-breathing persons.
- 3) An AED can be applied and used on people regardless of age.
- 4) All persons must be "clear" or not touching a victim prior to pushing the shock button.
- 5) Any person may use an AED, regardless of training, including members of the lay public.

Procedure for Cardiac Arrest

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 3) An office employee will then make an immediate “All Call” PA announcement with the narrative: **“Attention! There is a need to perform CPR in Room ____, all trained staff members please respond.” (Repeat three times)**
- 4) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Channel 2.
- 5) Administration should implement a working lockdown procedure.
- 6) An office staff member should get the AED and bring it to the location of the emergency.
- 7) Any available staff members trained in CPR-AED use should report to that room to assist with CPR and defibrillation.
- 8) One staff member should meet the ambulance crew and escort them to the location of the problem.
- 9) After the cardiac arrest, contact assigned AED maintenance person to place the unit back in service.

Maintenance of the AED

Maintenance duties include replacing the lithium battery, defibrillation pads, and getting the unit repaired in the event the red “wrench” light comes on. No other maintenance is needed to the unit. Contact Captain John Blauch with questions.

Liability increases when the device cannot be utilized quickly due to delays in access to the unit. It must always be placed back in the cabinet from where it came.

Aircraft Disaster

In the event of an aircraft crash into or near facility, any observing faculty or staff member should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113 so that the Emergency Evacuation Plan can be put into action. **Evening classes should dial 0.**
- 3) Utilize modified emergency exit plan (available at all door exits) to maximize safety of students.
- 4) Students and staff should be assembled in an area as far from the crash scene as possible and should be up-hill and up-wind from the crash.
- 5) Provide for treatment and removal of injured people.
- 6) Account for all facility occupants and determine extent of injuries.

Aircraft crash on or near school site but no damage to facility:

- 1) Call 911. State where you are; what is happening.
- 2) Notify the Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) All students and staff should remain in the facility. Any students or staff outside should report immediately to their classroom or designated area until further instructions are received.
- 4) No evacuations should occur unless subsequent explosion or fire endangers the facility, or instructions to do so are made by Administration or local authorities.

Assault and Rape

In the event there is an occurrence of rape and/or serious assault on the premises of Auburn Career Center, any faculty or staff member learning of this event should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) If injuries are life-threatening, render first-aid to victim, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 4) An Administrator or Administrative Assistant to check for:
 - 1.) Emergency Medical Authorization Form.
 - 2.) Personnel emergency card if a staff member.
- 5) Administrator and/or local authorities will notify parent/guardian or next of kin.
- 6) Faculty or staff member attending to the victim should obtain as much information regarding the assailant and incident as possible.
- 7) If the attack just occurred, the victim should stay as they are. They should not clean themselves or change, as that could disturb any evidence.
- 8) If advisable, the faculty or staff member may be asked to accompany victim if necessary.

REMINDER – PLEASE NOTE that the Superintendent's Office will be the only source of information released to the press.

Blood-borne Pathogens

Blood-borne pathogens are disease-producing micro-organisms that may be present in human blood and other body fluids. These pathogens include, but are not limited to HBV and HIV. Exposure to these pathogens can be controlled by preventing human blood and other body fluids from coming into contact with employees' and students' skin, eyes or mouth and more importantly, with cuts or breaks in the skin and open sores in the mouth.

Appropriate safety precautions include wearing gloves, masks, and face shields that can be found in the classroom biohazard bag. Immunization for HBV is also an effective precaution.

Auburn Career Center employees and students who have a higher risk of contact with blood-borne pathogens include, but are not limited to:

- Health care instructors
- Cafeteria workers
- Maintenance and custodial workers
- School administrators
- Students in some designated programs

These persons shall be offered HBV immunizations provided by the school district.

Bleeding Incident

If someone is bleeding, any observing faculty or staff member should:

- 1) Keep the injured person stationary. **DO NOT LET THEM MOVE ABOUT!**
- 2) **Immediately contact the High School Office** at ext. 8298 or 8113 and advise that the victim is bleeding and in need of help. **Evening classes should dial 0.**

If the victim is in jeopardy, loses consciousness, and/or stops or has difficulty breathing, or if blood is spurting and/or bleeding does not stop under direct pressure:

- 3) Call 911. State where you are; what is happening and where in the building.
- 4) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 5) An Administrator may enact a Working Lockdown Procedure.
- 6) From the classroom biohazard kit, put on disposable gloves (and a mask and eye protection if splattering of blood could occur).
- 7) If possible, have the victim apply direct pressure to the wound with sterile gauze or the cleanest material available. If the victim is unable to apply direct pressure, faculty or staff member or other faculty or staff member present should apply direct pressure to the wound.
- 8) Instruct the victim to elevate the injured area to decrease the bleeding. (Elevation should only be encouraged if it does not increase the victim's discomfort).
- 9) **Using gloves**, place any materials contaminated by blood in a plastic bag and seal the bag.
- 10) After materials have been placed in a sealed plastic bag, immediately notify the High School Office at ext. 8298 or 8113 of the location of the bag of contaminated materials. They will then contact the maintenance department, who is solely responsible for its removal to a biohazard disposal container. **Evening classes should dial 0.**

Bodily Fluids Contamination

If a classroom, lab, or unsecured area is contaminated with bodily fluids by incident involving bleeding, vomiting, urine, etc., all personnel should:

- 1) Immediately notify the High School Office at ext. 8298 or 8113 and they will inform the maintenance department. **Evening classes should dial 0.**
- 2) An Administrator may enact a Working Lockdown Procedure.
- 3) **DO NOT ATTEMPT TO CLEAN** contaminated area or contaminated materials on your own.
- 4) Remove all individuals from the area, and keep others from entering the contaminated area and exposure to contaminated materials.
- 5) All incidents of bodily fluid spills and contamination will be cleaned by maintenance personnel only with the use of authorized spill kits.

If you come into contact with blood or any bodily fluid, you should, in all cases, immediately rinse/wash/flush the area thoroughly with soap and water. Contact the High School Office at Ext. 8298 or 8113 to report any exposure. Evening classes should dial 0.

All blood or bodily fluid spills are to be contained and cleaned BY AUTHORIZED AUBURN CAREER CENTER STAFF ONLY. All spills must be immediately reported!

Bomb and Weapon Threats

The Superintendent and local authorities must evaluate the seriousness of bomb threats or other disruptive types of demonstrations using input from all sources; then, the Superintendent acts in such a manner that reflects the best safety and interests of those under his/her charge.

Bomb and other threats may be originated in writing, in person, over the telephone, posted on social media or relayed through a second source. Also, someone may be concerned about a suspicious package or device that is noticed on campus.

Basic Documentation – The individual receiving the threat shall attempt to:

- 1) If the threat is received through a phone call, the person who has answered the phone is advised to keep the caller on the line as long as possible.
- 2) If any faculty or staff members become aware of a bomb threat, weapon threat, or other type of threats, they should notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) If a bomb is suspected to be on campus, only landlines should be used for telephone calls. Mobile phones can be used as detonators.
- 4) Write down all the information obtained in the exact words. Use the record sheet immediately following the instruction pages; place copies of the bomb or weapon threat sheet at appropriate phone locations. (Appendix C)

The Administration shall:

- 1) Notify the Lake County Sheriff's Office.
- 2) Notify the Superintendent and/or their designee.
- 3) Institute a Working Lockdown Procedure, with school activities continuing as normally as possible.
- 4) Alert appropriate staff of situation and implement facility search.
- 5) The decision to evacuate the building will be made jointly by Safety Forces and Administration. **Staff should be alert to anything unusual and report such to the Administration.**
- 6) The recommendation to close school will be made only after consultation between the Superintendent's office and Administration with Safety Forces.
- 7) Submit written reports to authorities as soon as possible following incident.

Bus and Auto Accident on Trips Away from District

Before leaving the district:

- School buses, by law are required to carry first aid kits.
- Trip Supervisor needs to take along, in all school authorized automobiles and vans, all safety equipment required.
- Only school van certified personnel are to drive students in school vans.
- Trip Supervisor needs to take along a list of students in attendance, including for each student his/her Emergency Medical Authorization Form.
- Trip Supervisor needs to take along a list of chaperones and teachers who are in attendance on the trip, their home addresses and home phone numbers, home school phone numbers, name and work telephone of spouse or nearest relative and medical and health information on each. A copy of the teacher's Emergency Medical Authorization Form should be taken on the trip.
- Trip Supervisor needs to follow Board of Education policy and administrative regulation on field trips.

In event of accident:

- 1) Remain calm.
- 2) If threat of fire exists, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113. **Evening classes should dial 0.**
- 5) Administration will notify School District Transportation Department (if bus).

Bus and Auto Accidents with Serious Injuries/Fatalities

- 1) Driver and Chaperones remain calm.
- 2) If threat of fire, move faculty and students to a safe location.
- 3) Call 911. State where you are; what is happening.
- 4) Administer first aid, if possible.
- 5) Notify Administration through the High School Office at (440) 357-7542 ext. 8298 or 8113 or through their cell phones. **Evening classes should dial 0.**
- 6) Administrators will notify School District Transportation Department (if bus).

DO NOT ISSUE STATEMENTS TO THE PRESS. REFER PRESS TO THE CIVIL AUTHORITIES IN CHARGE OR THE SUPERINTENDENT.

Earthquake or Other Natural Disasters

In the event Auburn Career Center experiences an earthquake or other natural disaster of life-threatening severity, the Administration will determine that if the safety of students and staff is endangered. If the students' safety is possibly at risk, the Administrator will follow procedures listed below:

In the event of injuries:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Give first aid, if possible.
- 3) Set up a first aid center.

During the disaster:

- 1) The staff should order the students to drop to the floor and move away from windows and from under light fixtures, and be as close to an interior wall as possible. Do not have students go outside until directed to do so.
- 2) If the facility is unsafe, initiate the Emergency Evacuation procedure. Do not re-enter the facility until advised to do so.

Move the students away from facility, trees or wires, etc. Stay in the open until instructed to do otherwise.

Fire or Explosion

When a fire or explosion occurs in a facility, there is an immediate threat to students and staff.

- 1) If the fire alarm has not already sounded, pull the fire alarm.
- 2) Initiate the regular Emergency Evacuation immediately.
- 3) Call 911. State where you are; what is happening and where in the building.
- 4) Administration will consult with the Superintendent regarding closing of school.

Fire Prevention

The prevention of fire in the Auburn Career Center facility is an ongoing activity. Areas where an increased potential for fire exists will be specifically identified. Those identified areas will include, but not be limited to, areas where:

- 1) Flammable materials are stored.
- 2) Flammable materials are utilized on a regular basis.
- 3) Open flame or heat is utilized on a regular basis, and/or
- 4) There is an increased risk of fire as identified by the local Fire Chief or Marshall.

Areas designated as having increased potential for fire are designated on the evacuation maps at the end of this document and include:

- | | |
|--|--------------------------|
| 1. Auto Technology Lab/Storage Areas | Room 2B |
| 2. Auto Body Lab/Storage Areas | Room 6B |
| 3. Boiler Room | A Wing |
| 4. Compactor Storage Area | C Wing |
| 5. Construction Technology Lab/Storage Areas | Room 9C |
| 6. Cosmetology Lab/Storage Areas | Rooms 5A and 7A |
| 7. HVAC Lab/Storage Areas | Industrial Arts Building |
| 8. Kitchen and Culinary Arts Lab | Kitchen |
| 9. Maintenance Storage Area | Back Building |
| 10. Production and Welding Technologies Lab | Room 1B |
| 11. Welding Lab/Storage Areas | Room 9B |

The Director of Maintenance will inspect the identified areas on a regular basis. Any concern, irregularity, or potential problem will be reported to the Superintendent by the Director of Maintenance. The fire extinguishers are officially inspected by Concord FD annually. The Director of Maintenance will also inspect building fire extinguishers on a semi-annual basis.

Fire Drill Guidelines

Facility administrators should be aware of the following:

- ☑ Prior to the fire drill, the proper fire authorities/alarm companies should be notified.
- ☑ After a fire drill, the proper fire authorities/alarm companies should be notified of the time involved for the drill.
- ☑ The date of the drill and the time involved should be reported to the Superintendent's Office by the Director of High School or Director of Adult Workforce Education.
- ☑ Two (2) exits should be known to all:
 - One (1) main route
 - One (1) alternate route
- ☑ The teacher should be the last person out of the door to make sure that open windows are closed and the hall door is closed.
- ☑ Teachers must know where every child is when you get to your safety point:
 1. Use class roster to take attendance.
 2. Make note of students who are present at school but not with you now.
 3. Make note of students who are with you but not on your class roster.
 4. If either of #2 or #3 applies, hold up the red card.
 5. If attendance is perfect, hold up the green card.

Those with a "specialist" (nurse, tutor, etc.) must be accounted for by the specialist who should notify the school official accounting for red cards. Any student outside the room at the time of the drill but not with a specialist must immediately leave by the closest door, and then the student must report to the nearest teacher's group.

Gas Leak

Natural gas leaks, with odor in the facility, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a facility.

If leak is in or near facility:

- 1) Initiate the Emergency Evacuation Plan and notify Administration by contacting the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** Get students a safe distance from the facility.
- 2) Call 911. State where you are; what is happening and where in the building.
- 3) If the leak is inside the building, windows and doors should be opened, if possible. If outside, everything should be closed up. No flames or sparks; no starting vehicles.
- 4) The Maintenance Department should turn off main gas valve.
- 5) Call Enbridge Gas Ohio if necessary (877) 542-2630.
- 6) Keep students at a safe distance until the problem has been corrected.

Hazardous Substance Response

The most important aspects of responding to a hazardous substance incident are identifying the substance and responding quickly. Lost time can increase the severity of a victim's reaction to the substance.

In cases of a hazardous substance incident, the first staff member at the site of the incident should:

- 1) Insure the safety of bystanders. Do not enter the area! If others are in the area, use precautionary measures to insure their safety. Do not allow others to enter the area!
- 2) Identify the substance, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113, unless there is an imminent danger of explosion or other catastrophe, then call 911.
Evening classes should dial 0.
- 4) If serious enough, the Emergency Evacuation Plan will be initiated. Once outside, separate those who may have been affected and stay upwind. Maintenance will shut off HVAC system.
- 5) Follow the exact response(s) in the exact order as found on the corresponding Material Safety Data Sheet (MSDS).

It is important to note that each incident MUST be followed up by:

A phone call from an Administrator to the parent/guardian of all minors involved and an accident report. (Appendix B).

Kidnapping

In the event of a kidnapping, the individual receiving information regarding a kidnapping should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 3) An Administrator should notify the parent/guardian.
- 4) An Administrator should notify Associate School Principal. The Superintendent, Director of High School and School Counselors will notify their counterparts at the Associate School District that the student attends.

Among **preventative activities** which may help avoid kidnapping situations are:

- 1) School Administrative Assistants should have a list of students who are not to be released to anyone except a particular parent or guardian.
- 2) Emergency Medical Authorization Form and Infinite Campus profile of such students should be flagged with this information.

Medical Emergency

When a life threatening situation is perceived to exist, the individual receiving information regarding a medical emergency should:

- 1) Call 911. State where you are; what is happening and where in the building.
- 2) Apply first aid and life-sustaining techniques, if possible.
- 3) Notify Administration through the High School Office at ext. 8298 or 8113.
Evening classes should dial 0.
- 4) An Administrator will enact a Working Lockdown Procedure.
- 5) The Administrative Assistant will attempt to call the trained EMT or RN on Radio Ch. 2.
- 6) If EMT or RN is unavailable an office employee will then make an immediate "All Call" PA announcement with the narrative: **"Attention! There is a medical emergency in Room _____, all trained staff members please respond."**
(Repeat three times)
- 7) An Administrator will call the victim's parent/guardian immediately. Some situations may require immediate transportation of the student/employee by EMS.
- 8) If parent or guardian cannot be reached, an Administrative Assistant should continue to:
 - Phone parent or persons listed on Emergency Medical Authorization Form or Emergency card if staff member.
 - Phone the secondary contacts on Emergency Medical Authorization.
 - If applicable, contact brother or sister (if on site) to seek additional information.
 - If a connection is made, forward the call to an Administrator who will provide information regarding the medical emergency.

Nuclear Plant Accident

The Crisis Plan for any nuclear accident is well documented. Any response to a nuclear plant accident will be found in the Perry Nuclear Plant Disaster Plan. A county-wide disaster plan has already assigned busses to arrive at Auburn Career Center to relocate students and district personnel.

Auburn Career Center students will be bused to Mentor Ridge Elementary School. Ridge Elementary School is located at 7860 Johnnycake Ridge (Route 84), Mentor, across from the Great Lakes Mall. Students may be picked up at Ridge Elementary School.

Any student not picked up at Mentor Ridge Elementary School by 8:00 p.m. will be transported to Willoughby Middle School located at 5000 Shankland Road, Willoughby. To get from Ridge Elementary School to Willoughby Middle School, take Route 84 West for about four miles to Shankland Road. Turn right on Shankland Road and proceed North. Willoughby Middle School is on the left.

Students that drive to Auburn will be allowed to use their vehicle to leave the premises, but will be **encouraged not to go home** if their home is within the danger zone. This zone will depend on where the accident is located and the severity.

All persons involved in the relocation of Auburn Career Center students need to keep in mind that students attend Auburn from Lake and Geauga Counties. Thus, students are coming to Auburn from a large geographic area and some students will be able to go directly home if they drove.

Power Failure

If there has been a power failure at Auburn Career Center, or if lines are reported down in the area, the Director of Maintenance should assess the situation, notify the Superintendent and the following procedures should be used:

Power failure prior to school opening:

- 1) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) The Director of Maintenance will call First Energy at 888-544-4877.

Power failure during school hours:

- 1) Director of Maintenance will notify the Superintendent and Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.** The internal phone system may not work in the event of a power outage.
- 2) An Administrator will institute a Working Lockdown. All people should move to areas that have more natural light.
- 3) The Director of Maintenance will call First Energy at 888-544-4877.
- 4) The Director of Maintenance will keep Superintendent's Office posted and await notification of a school or district closing decision.
- 5) An Administrator will compose a message and activate the automatic phone messenger system to notify parents if school will be closed or if there will be an early dismissal.

Power lines down in area:

The individual who first discovers that a power line is down should:

- 1) Call 911. State where you are; what is happening.
- 2) Notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**
- 3) An Administrator will have the School Resource Officer and the Director of Maintenance go to the area of the downed lines to prevent people from going near them.
- 4) Call First Energy if necessary at 888-544-4877.

Tornado Guidelines

If a weather siren is heard, or if an individual is made aware of an immediate threat of a tornado coming toward Auburn Career Center, they should notify the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

An announcement will be made that a tornado warning has been issued for the area and the plan for going to the tornado shelter area is to be put into effect immediately.

Instructions and Regulations

Students should:

- 1) Keep calm and quiet and listen for instructions
 - when alarm sounds
 - while going to shelter area
 - while in shelter area
- 2) Let the teacher know immediately if injury occurs.

Tornado Watch: An alert or forecast issued whenever atmospheric conditions are favorable for development of severe weather or tornadoes, giving an estimate of the situation. Actual condition in the area at that time of the "watch" announcement may not be threatening.

Tornado Warning: A warning of danger issued when a tornado has been sighted and there may be danger to life and property if protection measures are not taken by people who are in its path.

Teacher should:

- 1) Look into the hallway and direct any nearby students to the shelter area.
- 2) Take class roster and take attendance once the class has reached the shelter area.
- 3) Make note of students who are present at school but not with you now.
- 4) Make note of students who are with you but not on your class roster.
- 5) Make special provisions for assisting handicapped individuals.

Office employees and others should be instructed as to what to do with records, closing of vaults, etc.

Custodians should be instructed about securing dangerous utilities.

Students and teacher should know positions to take for greatest safety – squatting with hands locked at back of neck, etc., or other protective methods.

If there is not time to put into effect the regular tornado shelter plan:

- Go to the inside wall of the room, preferably in a corner.
- Stay away from windows and doors.
- Lie down on floor under desk or heavy piece of furniture.

School vehicle drivers should be familiar with the procedures to follow if a tornado is spotted while they are transporting students:

- Drive away from the tornado's path at a right angle.
- If there is not time to escape, have students exit vehicle and lie flat in nearest ditch or ravine.

Shelter - The Executive Director acting in the role of Administrative Safety Director and Director of Maintenance should determine by a study of each facility the best tornado shelter areas.

Tornado drills are required at least once a month during April, May, and June, pursuant to OFC 409.2. Plans regarding tornado drill procedures for each facility should be in all offices prior to the beginning of each school year.

Tragedy

In the event of a tragedy (death, suicide, murder, etc.), the individual who is first to become aware of the tragedy should immediately notify Administration through the High School Office at ext. 8298 or 8113. **Evening classes should dial 0.**

Immediate Action:

- 1) Call 911 or proper authorities if this has not been done. One staff member should meet the ambulance crew and escort them to the location.
- 2) Initiate a Working Lockdown and establish a perimeter.
- 3) An Administrator should immediately verify the facts and details of information provided by the person first on the scene of the tragedy.
- 4) Notify Superintendent, Director of Maintenance and/or other Administrators.
- 5) An Administrator or proper authorities will contact the family of the person involved in the tragedy.
- 6) Any/all relatives of the person(s) victimized by the tragedy and part of the Auburn Career Center student body, faculty, staff, or other personnel will be contacted by an Administrator and provided with privacy and/or counseling from guidance counselors, EMT, or nurse personnel until they are either able to leave or have been picked up by family members.
- 7) Generally, anything related to the tragedy should be left as is, so civil authorities can collect evidence for an investigation. If and when the tragedy is free from any criminal investigation or legal entanglements, the High School Principal acting as Administrative Safety Director will remove any personal items from the individual, desks, purses, briefcases, backpacks, or other containers as well as secure any personal information contained in any high school/adult/personnel files or folder(s), disable any electronic access to email, program access or other systems, and remove the individual's name from any and all mailing or computer list(s).

School Plan of Action: (specifics to be determined with each incident)

- 1) The Administrator in charge will contact the Superintendent to give a full appraisal of the tragedy and the recommendations of the proper authorities.
- 2) The Superintendent will decide on one of the next steps. Steps could include one or all of the following:
 - Initiate a lockdown or working lockdown.
 - Initiate a School-wide conference call for all personnel.
 - Address the school community on PA system providing update and directions.

- 3) The Superintendent will notify Administrators, Director of Maintenance, and proper authorities if necessary of next step chosen from list above and seek their help in implementing plan.
- 4) The Superintendent will notify the media and board members, plus respond to other inquiries regarding the tragedy.
- 5) The Superintendent, Director of High School and School Counselors will notify their counterparts at the Associate School District that the student attends.
- 6) After the plan has been implemented, the Superintendent and the Administrators will hold a district wide meeting to provide a summary of the events that occurred related to the tragedy.
- 7) Administrators and all personnel involved in responding to the tragic event will meet to evaluate the crisis plan procedures to gain insight and how to improve the crisis plan if a similar event should happen in the future.
- 8) If special activities, memorial services, or other healing activities are needed, the Superintendent will assemble a "Transition" committee to help guide the District in listening to constituents and to guide the district in moving forward after the tragic event.

Weapons and/or Hostage Situation

1. In the event of, or under the suspicion of, a person on campus having possession of a dangerous weapon (gun, knife, etc.), or using or likely to use a weapon, and/or people are taken hostage on campus, the Lockdown Procedure should be followed.
2. If an active shooter is in the building, the orange button on the MARCS radio should be pressed. The radio is located at the reception desk. If possible, communicate any information to the dispatchers through the radio. ***This radio is only to be used if an active aggressor is on the campus.***
3. **If it is an immediate emergency, call 911.** State where you are; what is happening and where in the building.
4. Notify Administration through the High School Office by calling ext. 8298 or 8113. **Evening classes should dial 0.**
5. The Administration will broadcast the following announcement to all areas of the school building: **“Attention! We are in school-wide lockdown.” (Repeat 3 times)**
6. Once the situation is secured by safety forces, specific evacuation directions will be initiated by safety forces on campus.

Appendix A - Important Phone Numbers

Auburn Career Center Administration

Brian Bontempo, Superintendent	(440) 358-8011
Sherry Williamson, Treasurer	(440) 358-8006
Jeffrey Slavkovsky, Executive Director of CTE	(440) 358-8033
David Leone, Director of Curriculum and Instruction	(440) 358-8030
Michelle Rodewald, Director of Adult Workforce Education	(440) 357-7542 x8159
Chris Mitchell, Director of High School	(440) 357-7542 x8060
Shelby Kaminski, Director of Special Education	(440) 357-7542 x8151
Matthew Bryan, Director of Career Development and Enrollment	(440) 357-7542 x8020
Victoria DePasquale, Assistant Treasurer	(440) 357-7542 x8044
Joe Atwell, Director of Maintenance	(440) 357-7542 x8162
Sanja Medved, Manager, Food Service	(440) 357-7542 x8214

Lake & Geauga Associate Schools Directory

Berkshire Local Schools

John Stoddard, Superintendent	- (440) 834-3380 x2106
Jon Franks, H.S. Principal	- (440) 834-3380 x3302
Brian Hiscox, Asst. Principal	- (440) 834-3380 x3624
Heather Giel, Asst. Principal	- (440) 834.3380 x3328
Michelle Paluf, School Counselor (A-K)	, (440) 834-3380 x3314
Brittany Bakalar, School Counselor (L-Z)	, (440) 834-3380 x3308
Elizabeth Hansel, Attendance	- (440) 834-3380 x3313
First Student, Transportation	- (440) 834-3380 x2111

Cardinal Local Schools

Jack Cunningham, Superintendent	- (440) 632-0261 x1001
Mike Hall, H.S. Principal	- (440) 632-0264 x5002
Anne Dalby, High School Counselor	- (440) 632-0264 x5004
Coleen Hostetler, Attendance/Guidance	- (440) 632-0264 x5001
Diane Baumgartner, Transportation	- (440) 632-5913/(440) 632-0263 x6005

Chardon Local Schools

Michael Hanlon, Superintendent	- (440) 285-4052 x1400
Ed Kline, Asst. Superintendent	- (440) 285-4052 x1401
Douglas Murray, H.S. Principal	- (440) 285-4057 x1411
Mary Pat Pavicic, Asst. Principal	- (440) 285-4057 x1413
Douglas Higham, Asst. Principal	- (440) 285-4057 x1412
Nicolle Hetrick, School Counselor	- (440) 285-4060 x1421
Dawn Tupaz, School Counselor	- (440) 285-4060 x1419
Tim Hurlbut, School Counselor	- (440) 285-4060 x1420
Heather Patterson, School Counselor	- (440) 285-4060 x1424
Alyssa Smalley, Attendance	- (440) 285-4059 x1416
Josh Nau, Director of Transportation	- (440) 285-4069

ESC of the Western Reserve - (440) 350-2563

Jennifer Felker, Superintendent

Nancy Santilli, Assistant Superintendent

Deb Burke, Human Resources-(440) 350-2563 x727

Patrick McKenrich, Supervisor of Transportation-(440) 487-4897

Fairport Harbor Schools

Domenic Paolo, Superintendent - (440) 354-5400

Katie Rumbarger, H.S. Principal - (440) 354-3592 x306

Michelle Jurick, School Counselor - (440) 354-3592 x304

Renee Kazsmer, Attendance/Guidance - (440) 354-3592 x301

Gaitway High School

Leslie Mapes, COO – (440) 708-0013

Anthony Forfia, Principal - (440) 708-0013 x152

Cindy Hendrickson, Secretary - (440) 708-0013 x153

iSTEM Geauga Early College High School

Tamee Tucker, Principal - (440) 898-3555

Sarah VanDyne, Attendance - (440) 898-3283

Jen Case, School Counselor – (440) 898-3554

Kenston Local Schools

Steven Sayers, Superintendent - (440) 543-9677 x1000

Kathleen Poe, Asst. Superintendent - (440) 543-9677 x1100

Jeremy McDevitt, Asst. Superintendent - (440) 543-9677 x1150

Tom Gabram, Principal - (440) 543-9821 x2000

Matt Watts, Asst. Principal - (440) 543-9821 x2020

Kenny Fisher, Asst. Principal - (440) 543-9821 X2010

Bethany Hussong, School Counselor - (440) 543-9821 x2130

Ray Kimpton, School Counselor - (440) 543-9821 x2120

Jessica Kardamis, School Counselor - (440) 543-9821 x2110

Patsy Grekar, Attendance - (440) 708-1811

Melody Coniglio, Transportation - (440) 543-9567

Kirtland Local Schools

Chad VanArnhem, Superintendent - (440) 256-3311 x1001

Scott Amstutz, H.S. Principal - (440) 256-3366 x4001

Matt Paul, Assistant Principal - (440) 256-3366 x4002

Kara Prosuch, School Counselor - (440) 256-3366 x4005

Mary LaVerde, School Counselor – (440) 256-3366 x4006

Lisa Sutliff, Attendance - (440) 256-3366 x4008

Tiffany Solivan, Transportation - (440) 256-3311 x1013

Madison Local Schools

Angela Smith, Superintendent - (440) 428-2166 x3315
Dave Bull, Asst. Superintendent – (440) 428-2166 x3336
Tom Brady, H.S. Principal - (440) 428-9346
Amy Bopptle, Asst. Principal (L-Z)- (440) 428-9348
Scott Herald, Asst. Principal (A-K)- (440) 428-3947
Julie Behm, School Counselor (L-Z)- (440) 428-9351 x7351
Jacqueline Rode, School Counselor (A-K) – (440)428-2161 x7350
Janine Albert, Attendance - (440) 428-2162
Kim Boggs, Transportation - (440) 428-9312

Painesville City Schools

Joshua Englehart, Superintendent - (440) 392-5061
Michael Chokshi, Asst. Superintendent – (440) 392-5081
Bryon Hopkins, H.S. Principal - (440) 392-5111
Marwin Walling, Asst. Principal - (440) 392-5121
Domenic Wlodyka, Asst. Principal - (440) 392-5131
Sharon Fitzgerald, (A-G) School Counselor - (440) 392-5141
Dawn Udovicic (H-P) School Counselor – (440) 392-5118
Marilyn Vihtelic, (Q-Z) School Counselor - (440) 392-5142
Neza Oduwole/Alisha Haynes, Attendance - (440) 392-5130/(440) 392-5122
Heather Nicholson, Transportation - (440) 392-5674

Perry Local Schools

Jack Thompson, Superintendent - (440) 259-9200 x.9299
Betty Jo Malchesky, Asst. Superintendent – (440) 259-9200 x.9202
Todd Porcello, H.S. Principal - (440) 259-9300 x9399
Scott Niedzwiecki, Asst. Principal – (440) 259-9300 x9398
Lisa Gigante, School Counselor - (440) 259-9300 x9385
Kelly Holderman, School Counselor - (440) 259-9300 x9384
Deana Scarano, Attendance - (440) 259-9300 x9381
Randy Usher, Transportation-(440)259-3005x3006
Linda Kirsch, Transportation - (440)259-3005 x3007

Riverside Local School District

Jim Kalis, Superintendent - (440) 358-8202
Charles Schlick, Asst. Superintendent - (440) 358-8300
Bill Mayer Jr., H.S. Principal - (440) 358-8303
Chris Basich (12th Grade), Asst. Principal - (440) 352-3341 x7451
Rich Frimel (11th Grade), Asst. Principal – (440) 352-3341 x4308
Beck Malinas (10th Grade), Asst. Principal – (440) 352-3341 x4310
Jamie Clark, School Counselor – (440) 352-3341
Scott Bailis (10th Grade) , School Counselor - (440) 352-3341 x4311
Karin Pennock (11th Grade) , School Counselor - (440) 352-3341 x4312
Alyssa Winer (12th Grade), School Counselor - (440) 352-3341 x4314
Polly Sullivan, Attendance - (440) 352-3341 x4317
Christine Illner, Transportation – (440) 352-8321
Donna Schoeneich, Transportation - (440) 352-3341 x4281

Other Important Telephone Numbers

First Energy	(888) 544-4877
Enbridge Gas Ohio	(877) 542-2630 – Gas Leak (800) 362-7557 – Customer Service
Poison Control	(800) 222-1222
Lake County	
Sheriff	(440) 354-3434 - 911
Concord Fire Department	(440) 354-7504 - 911
Emergency Management Agency	(440) 350-5499 after 4:00 pm 911
Lake County General Health District	(440) 350-2543
Geauga County	
Sheriff	(440) 286-1234
Department of Emergency Services	(440) 279-2170
Geauga County Health District	(440) 279-1900
State of Ohio	
Highway Patrol (Chardon Post)	(440) 269-1242 or (440) 354-3233
Highway Patrol (Painesville)	(440) 354-3233

Appendix B



INCIDENT STATEMENT

{To be completed by the injured party and/or any witnesses}

Name: _____

Date of Incident: _____ Time of Incident: _____ AM/PM

Location: _____

Date Reported to Supervisor: _____ Supervisor Name: _____

Please answer, in detail, the following questions (Use back of page if needed)

What happened? _____

How did it happen? _____

Witness(es)? (List Names): _____

Describe the nature of your injury (Include all body parts involved): _____

What, if any, treatment was required? _____

Where was treatment obtained? _____

What corrective action(s) would you take to prevent recurrence? _____

Signature of Injured Party: _____ Date: _____

Bomb or Weapon Threat Report Form

(Keep at appropriate telephone locations)

Questions to Ask:

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

Caller's Voice:

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

Background Sounds:

- Street P.A. System Voices Animal Noises Local Booth Motor
- Long Distance Music Machinery Static House Noises

Threat Language:

- Well Spoken Foul Irrational Taped Incoherent Foreign
- Identifiable speech characteristics

Exact Wording of threat:

Time _____ Date _____ Sex of caller _____

Length of call _____ Age of caller _____

Signature _____ Date _____