



Oran R-III School District Emergency Response Guide

Oran R-3 Emergency Response Guide

NOTE: Families will appreciate information on emergency preparations. It is especially useful to explain roles and expectations before an incident occurs. Schools will disseminate the information to all the appropriate stakeholders. Statistics consistently show that schools are among the safest places to be on a day-to-day basis, due to the strong commitment of educators, parents, and our communities to our students. We strive to be proactive rather than reactive.

This guide outlines some of the key elements of the Oran R-3 School District's state of preparedness. We hope it will answer any questions you have concerning the actions and intentions in the event an emergency takes place. To be consistent across Oran R-3 Schools, we have developed the following list of terms to use in emergency situations. Please familiarize yourself with these terms:

- **Hard Lockdown** - Occupants are kept in rooms or areas that are secured. There is no movement within the building. Lockdown procedures are followed.
- **Soft Lockdown** - There is danger nearby and instruction continues in a secure building. All occupants remain in the classroom/building. Movement within the building is at the principal's discretion and will be communicated to staff.
- **Intruder** - During an intruder situation, there is an active threat to staff/student safety in the building. Hard lockdown procedures will be followed and exit strategies will be used if possible.
- **Active Shooter** - This alert will ONLY be sent out if there is an actual active shooter. A location of the shooter will be identified asap so exit strategies can be used.
- **Reunification Site** - Area where students and employees are transported due to unsafe conditions at a school site.
- **Student Release Area** - Location where families may pick up students. This could be at the school location or a reunification site.
- **Drill** - Covers a specific safety circumstance and is designed to prepare your student to act quickly and minimize questions and fears should an emergency take place.

In the event of an emergency situation, please be assured that our school system has an emergency management plan in place and that school, district, and emergency staff will respond accordingly. We need your support and ask that you rely on communications from the school system.

Before an Emergency:

- Ensure emergency contact information in TeacherEase is accurate and current, including who is authorized to pick up students.
- Explain to students that cell phones should not be used during an emergency unless directed by a teacher, administrator, or emergency personnel.
 - Sound, vibration, or conversation could put students in danger, and they need to

- be focusing on instructions from trained personnel
- Refer to our communication systems for updates. We will use multiple channels to provide parents with accurate and timely information.
 - District website (www.oran.k12.mo.us)
 - Phone call - School Messenger System (**primary contact**)
 - Email
 - Text message, if opted in through School Messenger (**primary contact**)
 - Mobile App, if downloaded (School Messenger App) (**primary contact**)
 - District social media
 - Facebook (@oranr3schoolcounseling)
 - If necessary, local news outlets (KFVS 12 and Southeast Missourian) will be contacted and will be asked to help broadcast important information

During an Emergency for Parents:

- Trust that emergency personnel and the school system are doing everything that is needed to protect your student, and we will communicate with you.
- The first and official way for us to contact you in an emergency is using our automated phone calling system. This will most likely originate from the phone number 573-262-2330, which is the Oran R-3 Central Office phone number.
- It is very important that you understand that in a crisis situation, school phones are needed to manage the situation and lines must remain open. Calling could also put students and employees at risk in an intruder situation (if they did not have time to turn down the ringer, your call could potentially give away their hiding spot).
- Parents, you will not be allowed on campus during an emergency. Emergency personnel responding to the situation needs the area clear to do their job. After emergency responders determine that a safe student release is possible, arrangements will be made to reunite children with their families.

After an Emergency for Parents:

- You will be directed to a reunification site, and you will need photo identification.
- Students will only be released to a parent/guardian or other adults listed on the student's Emergency Information Form, which you completed at the beginning of the school year.
The individual picking up the student will be asked to complete a Student Release Form (available on-site). This procedure is designed for your student's protection and for your peace of mind.
- Please be aware that reunification can be time consuming, and we appreciate your patience.
- It is important to remain calm as children are greatly influenced by their family's sense of well-being, and anything that families can do to reassure students will be helpful. At the same time, families need to be compassionate listeners when their children speak of the crisis. Please seek help from the school, district, or community resources if you or your child has any concerns.

Safety and Security Measures

Some of the safety and security measures currently in place in our schools include:

- District emergency manual, updated annually
- School safety plans and emergency response procedures
- Emergency communications plan, which include family notification procedures
- School Emergency Response Team at each school, which includes ongoing training
- District Safety Committee, which includes emergency responders, and meets on a regular basis to review safety needs and the plan for emergencies
 - All procedures are researched and based on best practices
- Partnerships with local emergency responders (City of Oran Police Department, City of Oran Fire Department, Scott County Sheriff's Office, etc.) and collaboration for meeting, training, and planning
- Visitor sign-in procedures at elementary buildings.
- Regularly held emergency response drills with students and staff
 - We conduct fire, tornado, and other emergency or disaster drills, including lockdown drills.
- Cameras located throughout all schools
- Presence of first aid kits, fire extinguishers, AED machines, etc.
- Law enforcement presence on campus at random times (Local, County, & Highway Patrol)
- Staff training is held during faculty meetings to orient employees to their roles and responsibilities
- Integrated curriculum and programs that have been proven to increase school safety threat assessment process
- Schools have personnel trained in CPR and First Aid

What you can expect if a situation should occur:

- The school emergency response plan will be implemented and the emergency response team will respond
- Emergency officials and the district office will be informed and will respond quickly and effectively to ensure the safety of all students and staff
- All appropriate emergency response agencies will be dispatched to the school, as needed
- Depending on the situation, students and staff will be secured within the building or evacuated to a safe location
- Families will be kept informed on the situation with as much detail as possible to ensure the safety of all students and response personnel

The Oran R-3 School District Central Office will establish, coordinate, and direct public information to stakeholders and media in coordination with the Superintendent and emergency responders. Please only rely on these official communications.

All Oran R-3 School District staff, students, families, and community members are encouraged to report anything they see, hear, or are made aware of that may impact a school. If you see or hear something, say something. Call 911 or the Oran Police Department.

When providing information, please be as detailed as possible - include the name of the school(s), person(s) involved, type of alleged activities, when they occurred/may occur.

- All threats are taken seriously. Police are notified, and officers and school administration work together to thoroughly investigate any threat, whether it is made verbally, in writing, email, text message, or online. The earlier we know about a potential threat, the earlier an investigation can begin.
- Anyone who makes a threat against a school could face criminal charges. If a staff member has concerns about the behavior or the emotional state of a student, he/she will make a referral to a school administrator. The administrator will then investigate the referral to determine the appropriate course of action.
- Although standardized protocols and procedures provide the basis for our response, the way we respond to an emergency is greatly influenced by the specifics of an incident. Our plans do not replace the authority of local emergency personnel. Our employees work in full cooperation with these agencies.

For security reasons, components of our emergency plans are not publicly available.