

Seven Oaks Classical School
200 East Association Street
Ellettsville, Indiana 47429
812.935.5003

Seven Oaks Classical School Safety Operations Plan

Updated 10/2022

MISSION

The mission of Seven Oaks Classical School is to train the minds and improve the hearts of young people through a rigorous classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

SCHOOL INFORMATION

Year Built	
Building Size	98,000 SF
Cross Streets	Hwy 46 East and First Street

ACCESS

ENTERING AND EXITING SEVEN OAKS CLASSICAL SCHOOL

- There is one (1) official entrance and exit to Seven Oaks Classical School for visitors. The entrance is in the front of the school, by the flagpole, facing Temperance St. (HWY. 46)
- At no time are other entrances and exits used (ALL OTHER EXITS ARE TO BE USED AS EMERGENCY EXITS ONLY).
- All visitors MUST sign in at the front office.
 - Front office personnel must check the ID of all members wanting to gain access to the school.
 - Once signed in visitors will get a visitors lanyard, which they must wear at all times while in the building.
 - Office staff is to check to make sure ID badges are accounted for at the end of the day.
- Staff may use one of three doors- all accessible by your staff badges.
 - While working on campus, all faculty and staff must have their name badge on and visible at all times.
- Never place an exterior door, or window propped open and unattended.
- Security doors are to remain locked at all times.
 - If Doors are placed to “unlock” , report the location of the door to the School Officer.

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BOARD OF DIRECTORS

President	Matt Wolf
Secretary	Jazzmin Vegeler
Treasurer	
	Terry English
	Lindsey Weaver
	Brian Anderson
	Col. Jamie Crowhurst

Board may be contacted at board@sevenoaksclassical.org

ESSENTIAL SCHOOL CONTACT INFORMATION

SAFETY RESPONSE TEAM (SRT)

School Safety Officer, Operations Director	Jeffery Baker	317-697-8462 jeffery.baker@sevenoaksclassical.org
Headmaster	Dr. Stephen Shipp	812-360-2787 stephen.shipp@sevenoaksclassical.org
Assistant Headmaster of Grammar School	Mrs. Betsy Helton	812-327-8095 betsy.helton@sevenoaksclassical.org
Assistant Headmaster of Upper School	Steven Battaglia	331-216-3042 steven.battaglia@sevenoaksclassical.org

Jeffery Baker is the School Safety Officer and all communication needs regarding safety, health and security should go directly to Mr. Baker. Mr. Baker will then communicate with the SRT members.

Director of Student Services, School Safety Specialist	Terri Freeman	terri.freeman@sevenoaksclassical.org
School Nurse	Shelbi Farris	shelbi.farris@sevenoaksclassical.org
Marketing/ Community Relations/ Media Spokesperson	Cynthia McBurney	cynthia.mcburney@sevenoaksclassical.org

EMERGENCY CONTACT NUMBERS

911	Emergency Dispatch
317-697-8462	School Officer - Jeff Baker
812.876.2272	Ellettsville Police Department (NON Emergency dispatch)

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812.876.4819	Ellettsville Fire Department
812.339.4477	Bloomington Police Department (dispatch)
812.339.2558	Monroe County Sheriffs
1.800.800.5556 812.336.6351	Monroe County Child Services (Child Abuse hotline) DCS Regional Office
812.332.7292	American Red Cross
812.332.4400	Indiana State Police (Bloomington Post)
812.876.2272	Ellettsville Street Department
812.876.2297	Ellettsville Utilities Department
812.876.1287	Ellettsville Wastewater Treatment Plant
812.349.2546	Monroe County Emergency Management
812.349.2848	Monroe County Hazardous Material
812.349.2543	Monroe County Health Department
1.888.233.7745	Indiana Department of Environmental Management Emergency line
1.877.928.3755	IN Department of Natural Resources
812.837.9536	IN Southern Region Conservation Officer
812.333.7404	Middle Way House (Women/Child Crisis Center)

STAFF RESPONSIBILITY AND CHAIN OF COMMAND

During an emergency, staff have various responsibilities and roles. Incidents and crisis management responses are handled on a case by case basis.

In an emergency situation the SRT team members have special tasks.

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TEACHERS CARRY WITH YOU:

- Class Bag with First Aid Kits
- School ID and/or personal ID
- Updated Class list
- Attendance log
- Red and Green Cards
- Blank Attendance Sheets
- School Keys & Personal Keys (Car & House keys)
- Personal Phones
 - Never leave students unattended
 - Be aware of any debris, downed lines or obstacles as to move to a safe location
 - Administration will answer all Media (social media) questions. You are not to answer parent calls or emails.
 - You can refer parents to email the School Safety Officer, Jeff Baker at jeffery.baker@sevenoaksclassical.org who will share that information with the SRT members.
 - Do not instruct emails to be sent to administration or the board.

Students SHOULD NOT use personal phones to make calls, send messages, text, photos, videos during an evacuation or emergency situation. Attention needs to be focused on following instructions for their safety.

EMERGENCY SITUATION: WHAT THEY ARE

An unexpected and usually dangerous situation that calls for immediate actions.

Emergencies might include:

- Personal Safety or injury
- Weather related warnings
- Building emergencies: Fire, bomb threats, active shooters, etc.

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BODILY FLUIDS, INJURIES AND CONFRONTATIONS OF PHYSICAL VIOLENCE

If the injury requires medical attention, witnesses should call the School Safety Officer or the School Nurse. Anyone witness to an accidental injury must report the incident immediately

Minor injuries must be reported immediately as well, administrative personnel will determine appropriate steps of action to be taken.

When in doubt, always get advice from the Health Office Nurse - (Mrs. Farris) on injuries.

Medical

If you notice anyone in medical distress call for your School Safety Officer, Nurse, or admin official. If you are able to help without putting yourself in harm's way, assist as best as possible until emergency personnel arrive. If you feel it is a very serious medical injury or life threatening, you may dial 911 immediately.

AEDs (Automated External Defibrillator) are located in the gym and in room 208.

Trauma bags are located in the gym, room 208, and upper school copy room.

Bodily Fluids

If you come into contact with a person who is bleeding or releasing any bodily fluids, use protective gear **before** touching anyone or anything. Your personal safety comes first. Once you have put on protective gear you may help if you can.

Protective Gear includes but is not limited to the following:

- ☐ Gloves
 - ☐ Eye glasses, facial mask
 - ☐ Noise and mouth mask
 - ☐ Hazmat coveralls
 - ☐ Hazmat bags
 - ☐ Trash bags and/or containment units
 - ☐ Disinfectant chemicals
- ❖ Disinfecting and cleaning up bodily fluids will only be completed by SOCS trained staff members. Due to the potential of cross contamination, chemical elements and OSHA standards of safety. (If you have not completed the mandatory OSHA BBP training, do not clean the contamination up.)

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Physical Confrontations and Injuries

Anyone who witnesses a physical attack, or is the victim of an attack depending on the severity should call the School Safety Officer, Assistant Headmasters, Headmaster or 911 if needed.

If a witness feels there is a direct life threatening incident taking place, or about to take place, call the School Safety Officer immediately then promptly contact the administrative office. Remove yourself, students and other potential victims from the area.

Crowd control (keeping students from the incident area) will be handled by teachers, staff and other present adults. With the intent of keeping students physically and mentally blocked from exposure, whenever possible. Direction for this will come from the School Safety Officer, Headmaster, Assistant Headmaster or police.

ACTIONS to Prevent Physical Altercations

Teachers will separate any students or group of students whose behavior is escalating to the point of potential violence. Teachers will call for the School Safety Officer, administrator, or additional staff for assistance. Student(s) will be brought to an Admin office immediately, and not left unattended until the situation is resolved. If the students are grammar school aged then they will be taken to the Assistant Headmaster of Grammar School.. If the students are Jr. high or High school aged students, they will be taken to the Assistant Headmaster of Upper School. If the Assistant Headmasters are unavailable at the time the Headmaster is second to be contacted.

Teachers, administration, and staff witnessing an escalation of violence between teacher/student, teacher/parent, and adult/student will immediately call the School Safety Officer or 911 if needed, if there is a potential for life threatening danger.

Witnesses to the above behavior will not leave potential victims alone, but will call for assistance via phone if needed.

Any threats via phone, voicemail, text, social media or email will be turned over to the School Safety Officer and Administration. This includes but is not limited to any form of bullying.

Mental Wellness

After any physical altercation, interaction or incident SOCS will do everything to assist the victim(s) in receiving any mental health wellness that is needed.

The Health office nurse will arrange counselors to be on campus, information will be sent out from administration to staff on an individual basis as circumstances arise.

Staff are not to respond to outside individual questions, text, email or social media posts on any situation that may be happening. All social media posts will be approved by the Headmaster or Assistant Headmaster and sent out by one designated individual who has the school's permission to respond on our behalf.

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WEATHER INCIDENTS

There are various severe weather conditions issued by the weather service. These severe weather descriptions are:

- **Tornado watch**--Conditions are conducive to the development of tornadoes in and close to the watch area.
- **Tornado warning**--A tornado has been sighted by spotters or indicated on radar and is occurring or imminent in the warning area.
- **Severe thunderstorm watch**--Conditions are conducive to the development of severe thunderstorms in and close to the watch area.
- **Severe thunderstorm warning**--A severe thunderstorm has been observed by spotters or indicated on radar, and is occurring or imminent in the warning area. **Severe thunderstorms** can produce tornadoes or cause damage from their strong wind gusts and/or hail.

In the event of severe weather, where shelter needs are sought, students will sit in designated areas with heads safely tucked between their knees.

The SRT (Safety Response Team or School Officer) will give the “all clear” when it is safe and weather has passed.

The Headmaster and Assistant Headmaster will decide all early/late release of students. Administration will attempt to contact all guardians in this case via social media updates, text, emails, phone calls)

Designated Shelter Areas

Classes will make their way to the hallways. Classes will line up against the walls with students in a kneeling position with their heads and hands over their head. Staff will also get into the safe weather kneeling position once all students have gotten into place. Staff will remain in position until administration or the School Safety Officer has given the all clear. Everyone will remain in the hallways until the severe weather has passed and the all clear is given by the administrator or School Safety Officer.

- Classroom doors will remain opened until the School Safety Officer has cleared the room, if time permits.

Loss of Power

Teachers are to remain in their designated classrooms, the School Safety Officer and/or Administration will advise of safety steps on a case by case basis after initial assessment.

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The Operations Manager along with the School Safety Officer will assess and address the situation and communicate directly to the Headmaster and Assistant Headmaster.

Snow and Cold

Headmaster, Assistant Headmaster and Operations Manager will decide all cold weather related closings on an individual basis.

The Operations Manager and one other designated staff member will assess the road conditions in the morning between 4-5am.

Delays and closing announcements will be sent out by 6am via text, email, voice notification and social media.

BUILDING EMERGENCIES

**REMAIN CALM
PAY ATTENTION TO YOUR SURROUNDINGS
STAY POSITIVE**

FIRE

Teachers, staff, and adults are to remain calm, and move with a sense of urgency to designated location with students.

Headmaster, Administration, School Safety Officer and designated team members will quickly search the building (without endangering themselves) to check to make sure all is clear. Any issues will be reported to the School Safety Officer who will communicate with Fire and Rescue.

- Review section on what items teachers should carry with them in an emergency. (Page 5-6.)
- Once the alarm sounds move to the nearest exit
- Move to your designated meeting location
- Immediately take attendance, unaccounted students should be reported immediately to SRT.

Teachers must remain with their students, in the designated area regardless of weather.

DO NOT USE THE ELEVATOR IN A FIRE.

Students with disabilities will be assigned help by the Student Services Director, Nurse, School Safety Officer and Operations Director ONLY. There will be safety plans given as needed. Due to

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HIPPA and/or FERPA you may not receive detailed information, just directions on how to handle the situation.

- Any medical incidents that arise notify the School Safety Officer, Nurse or SRT member immediately so they can be sent to your location.
- Teachers are NOT to take calls from guardians at this time.
- The Media Spokesperson or PIO Public Information Officer will be the ONLY people speaking to the media.
 - Anything posted on social media will come directly from the Headmaster or Assistant Headmaster, they will notify our Media Spokesperson at the time of an emergency to update social sites, NO staff is to respond to any post unless you are the designated individual.
- If guardians arrive they must wait until the all clear is given before students can be released to them. Guardians should be brought to the safe area to wait.

EVACUATION ROUTES FOR FIRE:

Gym: Exit our front gym doors, down steps and move quickly to the basketball court and line up single file, facing east away from the lobby, with the teacher at the head of the column on Paul St. side.

Rooms 103-107: Exit out the front lobby doors and move quickly to the basketball court and line up single file, facing east away from the lobby, with the teacher at the head of the column on Paul St. side.

Rooms 116-121 and Nurse: Exit out the side door near the nurse's office and down the front steps and move quickly to the basketball court and line up single file, facing east away from the lobby, with the teacher at the head of the column on Paul St. side.

Rooms 122-125: Exit out the West exterior door and move quickly up the slope to the orchard and line up single file, facing west toward the church, with the teacher at the head of the column on the church side.

Rooms 201-206: Exit down the staircase near the elevator and out the doors at the bottom of the staircase, down the front steps and move quickly to the basketball court and line up single file, facing east toward away from the lobby, with the teacher at the head of the column on Paul St. side.

Rooms 209, 211, 213: Exit out your exterior classroom door and move quickly to the orchard and line up single file, facing west toward the church, with the teacher at the head of the column on the church side.

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Room 210: Exit the main upper lot exterior door and move quickly to the grassy area beyond the dumpster and line up single file, facing east toward Paul St., with the teacher at the head of the column on Paul St. side.

Room 214, 216: Exit through the exterior door in room 216 and move quickly to the grassy area beyond the dumpster and line up single file, facing east toward Paul St., with the teacher at the head of the column on Paul St. side.

Rooms 217-221: Exit down the stairs near Mrs. Helton's office and out the door near the nurse's office and move quickly to the basketball court and line up single file, facing east away from the lobby, with the teacher at the head of the column on Paul St. side.

Rooms 222-227: Exit down the West staircase and out the West exterior doors and move quickly to the orchard and line up single file, facing east toward the church, with the teacher at the head of the column on the church side.

High School Wing:

Rooms 404, 406, 407, 408, 409, 410: Exit west stairwell down to the 3rd floor. Once arriving at the 3rd floor exit out of west double doors and proceed to the Orchard area.

Rooms 400, 401, 402, 403, 405: Exit east stairwell down to the 3rd floor. Once arriving at the 3rd floor, exit out of blue double doors by the cafeteria. Head to the far east side of the parking lot. Stand in the grassy area on the east side of the parking lot.

Rooms 301, 303: Exit through the west doors and proceed to the Orchard area.

Admin Offices Rooms 300, 302, 304, 305, 306, 307, 308, 309, 310, 311, 312: Exit through west doors or through the front lobby doors and proceed to the Orchard area.

Cafeteria: Exit east side stairwell doors or exit down ramp to the blue double doors at the bottom of ramp by the music room. Proceed east through the upper parking lot to the grassy area on the east side of the parking lot.

Students who need assistance on the 4th floor: Trained faculty and staff only may use the elevator to the 3rd floor cafeteria area. Once arriving in the cafeteria, proceed to the east set of stairwell doors. Exit doors and proceed east through the upper parking lot to the grassy area on the east side of the lot.

Students who need assistance on the 3rd floor: Please exit through the west side double doors and make your way to the Orchard.

Elevator Assistance for students: All assistants should have prior training on using the elevator in the special fire mode application. Please be sure you are properly trained before using the elevator in a fire drill or real fire. (please see Maintenance, or Safety Officer to be properly trained.)

Stairs Assistance for Students: Students who need help getting down stairs can utilize the Emergency Evacuation Chair located on the 4th floor storage closet in the middle of the hallway. Please call the Safety Officer or Admin personnel to locate a trained person on the evacuation chair.

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INTRUDERS or SUSPICIOUS PERSONS

If you see someone out of place or not wearing proper identification, it is your responsibility to report it.

- All faculty and staff should be wearing their employee badge, in a visible place, at all times.
- All visitors should check in at the front desk and should be wearing a visible visitor badge at all times while in the building.

If you see someone out of place, it is your responsibility to report it.

- Pay attention to what the individual looks like
 - Notice any scars, tattoos or visible marks
- What location did they enter the building
- Where did you last see them

Intrusion to building:

Witness will proceed to a lock down.

- Witnesses will report the intrusion immediately to the School Safety Officer.
- If life threatening behavior is detected the witness will call 911, and proceed to lockdown instructions.

Suspicious Person on campus or incident in building:

- Witness will proceed to a Shelter in place.
 - report any suspicious person inside or on the campus to the School Safety Officer.
 - If life threatening behavior is detected immediately call 911 and proceed to a lock down.

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BOMB THREAT, SUSPICIOUS BAGS, CONTAINERS, DEVICES

- All suspicious objects should be immediately reported to the School Safety Officer or Administrator. Do not use your cell phone or radio in close proximity of the suspicious device.
 - Note size
 - Location
 - Was anyone around when it was located
 - Does it make any noise **(DO NOT TOUCH)**

- Students, staff and visitors should not walk near or through the area. (Reroute around the area).
 - Pay very close attention to details and directions given to you by the School Safety Officer, Admin Officials, Police, or Fire Dept.
 - Potential evacuation may need to happen. Please report to your evacuation area that you would report to for a fire drill.
 - Once outside, get away from the building quickly. Stay calm and walk with a fast purpose.

The School Safety Officer, Headmaster and Assistant Headmaster will contact law enforcement and begin any evacuations.

ONLY Indiana State Police, Local Law enforcement personal, Fire or Rescue individuals may handle a bomb.

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Color Coded Safety Levels

NORMAL DAILY OPERATIONS:

How we operate everyday.

- Classroom doors remained locked throughout the day when occupied
- All exterior doors are locked and closed at all times.
- Visitors check in/out upon arrival/departure.

HEIGHTENED AWARENESS. NO OUTSIDE ACTIVITIES!:

Example: *Threat is exterior to school. Armed suspect fleeing police. Criminal activity in the area of the school.*

- If students are outside on the playground, they should come inside.
- Check attendance to confirm all students are accounted for.
- Continue classroom instruction and normal activities in the classroom.
- Monitor movement of students particularly between classes.
- Students and staff remain in the building.

SHELTER IN PLACE!:

Example: *Threat is inside school. Angry parent or student that is verbally upset and agitated but not physically threatening at current time.*

- Close and lock all exterior doors as well as classroom doors.
- Check attendance to confirm all students are accounted for.
- Staff and students do not leave the classroom.
- Continue classroom instruction
- Do not contact the office unless you have pertinent information or an emergency.
- Students/staff outside on the playground should remain outside until otherwise directed by the School Safety Officer.
- No visitors may enter or exit the building.





LOCKDOWN!:

Example: *Threat inside. Threatening person is at school, possible weapon involved/active shooter (student/parent/staff)*

- Close and lock classroom doors immediately and remain silent at all times.
- Check attendance to confirm which students are in attendance. Note who is not in attendance and should be.
- All persons move out of sight in a locked room, remain standing for possible defense actions. Turn off lights if visibility is possible from interior windows and doors.
- Staff/students on the playground should stay outside. Adults should immediately direct students to reunification location off campus and get students inside the buildings at this location.
- School officials will get into lockdown protocol as well.
- If necessary, when directed by the School Safety Officer or Police, evacuate the building to your re-unification site following the procedures outlined by school officials. Students should move quickly and quietly as possible.

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Safety Levels When You Hear It. Do It.	
<p>NORMAL DAILY OPERATIONS <i>How we operate everyday.</i></p>	
<p>HEIGHTENED AWARENESS. NO OUTSIDE ACTIVITIES! <i>Police activity and/ or safety concern in the area. No reported threat on campus.</i></p> <ul style="list-style-type: none"> ● Normal operations inside of the building. ● No outside activity for students. ● Hallways need to be clear. ● Visitors may enter/exit building. 	
<p>SHELTER IN PLACE! <i>Police activity and/ or safety concerns affecting the campus.</i></p> <ul style="list-style-type: none"> ● No outside activity for students. ● Stay in the classroom or safe areas. ● Lock your doors. ● Hallways need to be clear. ● No visitors may enter or exit the building. 	
<p>LOCKDOWN! <i>Threat reported on campus or in building.</i></p> <ul style="list-style-type: none"> ● All persons move out of sight to your safe space. ● Lock your doors, turn phone volume off, turn off lights, close blinds, keep quiet. ● Stay in room until given a sign to leave by officers. ● If threat exists, exit the building only if safe and make your way to the reunification location. ● RUN, HIDE, FIGHT. 	

*The level of lockdown may change at any time. Students and staff should be prepared to respond appropriately.

LOCKDOWN

Lockdowns can be declared by any member of faculty, staff, or administration. If you believe that there is an immediate danger to students, teachers or staff then you have the right to place the school in one of the levels of lockdown. Call the School Safety Officer to have the situation checked out and determine if the lockdown can be lessened or removed.

When in lockdown, ignore the fire alarm: if the school must be evacuated it will be announced in person by the School Safety Officer, headmaster, administration, or emergency response team members. We will clearly announce any directive to you as you need to know them. Keep in mind the SRT will be busy, do not stop us to ask questions that can wait.

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LOCKDOWN WITH REUNIFICATION

In the event of a lockdown that requires evacuation of the building: The entire school campus will relocate to our reunification location. In such an event, directions will be given by the School Safety Officer, Administrative Officials, and Police Dept. Such events could be: Active Shooter, Bomb Threat, Torando, Chemical Spill, Gas Leak, Flood, etc.

HOSTAGE SITUATION

A hostage situation is any situation in which a person or persons are forced to stay in one location by one or more individuals. Weapons are usually in the possession of the hostage taker(s) and hostages are threatened with some degree of bodily harm should they not comply with the directives of the hostage taker(s). Certain demands are usually made of outside officials in return for the release of the hostages.

All hostage situations are dangerous events.

A hostage taker might be a terrorist, fleeing felon, disgruntled employee (past or present), employee's spouse, drug or alcohol abuser, emotionally disturbed person, trespasser, and on occasion, a parent, student or citizen who is usually angry about some situation and decides to resolve it by taking hostages and making demands to achieve some resolution.

Hostage situations vary greatly and no two incidents will be the same.

- ☐ If witnessing a hostage situation contact the School Safety Officer and dial 911 immediately.
 - Are they barricaded in a classroom
 - What is their location
 - Are there students in the rooms
 - How many people are in the room
 - How many doors lead to that room
 - Where does that room lead to, if anywhere?
- ☐ Let school safety officer or headmaster, administration know immediately
- ☐ Keep calm, do not draw more attention to the situation- do not yell.
- ☐ Stay out of sight, but stop any further people from going into the hostage area.
- ☐ While waiting for emergency personnel focus on moving students out of the location, into a secure room and lock doors. Be quiet while moving.
- ☐ Teachers take attendance.
- ☐ NO student or staff member shall leave the campus until advised by the School Safety Officer and Administration.

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BOMB THREAT via PHONE, or INTERNET

If a bomb threat is called in over the phone, remain calm. Please gather as much information from the caller as you can while they are on the phone. ***When a threat is received either via phone or in person, it will always be taken seriously.***

BOMB THREAT CHECKLIST

KEEP CALM: Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm Length of Call: _____

EXACT WORDING OF BOMB THREAT: _____

DELAY: ASK CALLER TO REPEAT. Sex of caller: _____ Race: _____ Age: _____

Questions you should ask:

A. When is bomb set to explode? _____

B. Where is the bomb right now? Floor _____ Area _____

C. What kind of bomb is it? _____

D. What does the bomb look like? _____

E. What will cause the bomb to explode? _____

F. Did you place the Bomb? _____

G. Why kill or injure innocent people? _____

H. Where are you at? What is your address where your located? _____

I. What is your name? _____

Voice description:

- Calm Nasal Soft Angry Stutter Loud Excited Lisp Slow
 Laughter Rasp Crying Rapid Deep Normal Distinct
Slurred
 Whispered Ragged Clearing Throat Deep Breathing Cracking Voice
 Disguised Accent

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Familiar (If voice is familiar, who did it sound like? _____)

Language description:

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

BACKGROUND NOISE

Street noise Factory machinery Voices Crockery Animal noises
Clear
 PA System Static Music House noises Long Distance Local
Motor
 Office equipment Booth Other (Please specify)

ADDITIONAL INFORMATION

A. Did the caller indicate knowledge of the facility? If so, how? In what way?

B. What line did the call come in on? _____

C. Is the number listed? ___Yes ___No Private Number? Whose? _____

Keep the caller on the phone for as long as possible. Have another adult notify the School Safety Officer as soon as you realize it is a bomb threat.

In the event of an evacuation for a bomb threat, the School Safety Office or Administration team will give the directive to evacuate the building or what parts of the building to evacuate. When evacuating the building students, faculty and staff will move quickly to the designated locations.

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ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of the School Safety Officer and law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- Be aware of your environment and any possible dangers
- Get the Students to a locked location
- Barricade the doors or any entry point.
- Get students to the safe zone in your room, out of the line of sight of doors and windows.
- Close all blinds
- Turn off lights
- Turn off the volume on your cell phone, keep the cell phone with you.
- If you are in a hallway, get to an exit if possible or into a room and secure the door.
- As a last resort, attempt to take the active shooter down. When the shooter is at a close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

When you and your students are in a safe spot away from imminent danger. Radio or text the School Safety Officer to let him know that there is an active shooter in the building. Remember to be short and to the point so that he can get to the situation.

Take action against the active shooter **as a last resort**, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by: Acting as aggressively as

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possible against him/her. Throwing items and improvising weapons, Yelling and Committing to your actions.

RUN, HIDE, BARRICADE, FIGHT (if you have too.)

HOW TO RESPOND WHEN THE SCHOOL SAFETY OFFICER OR LAW ENFORCEMENT ARRIVES

The School Safety Officer and Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their protection
- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers.
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises