

## Animal Incident

All doors to the school should be locked and secured. The only door that should be accessible from the outside is the main door located closest to the school office. Doors should not be propped open for any reason. Windows should not be open unless a screen is attached. Students/ Staff should be encouraged not to feed animals at or around the school. Kitchen staff should be encouraged not to leave food scraps outdoors unless they are placed in the dumpster with the lid secured.

### Incident Commander should:

- Ensure the safety of school occupants first
- Ensure first aid is provided, if needed
- Contact SRO if available
- Initiate school Lockdown procedures if appropriate
- Assign staff to meet with police and direct them to location of the animal
- Advise BOE/Superintendent's office
- When situation is stabilized, announce an "ALL CLEAR"

### If the animal enters the school, staff should:

- Call 911 if needed
- Attempt to isolate the animal in one area of the building
- Open a door or window to the outside if safe to do so
- If animal does not leave the building on its own, contact police for assistance
- Seal off area if animal is still present

### If the animal is on or near the school, staff should:

- Have all persons outside the school re-enter if it is safe to do so or seek shelter (e.g. athletic building, locker room, storage facility, modular classroom, etc.)
- Maintain visual contact from a safe distance

<b>Incident Commander</b>	<ul style="list-style-type: none"> <li>• Call 911</li> <li>• Determine the location of the animal</li> <li>• Prepare to quickly Lockdown the school or areas of the school, if necessary</li> <li>• Assist external responders with Lockdown and emergency procedures</li> <li>• Notify BOE Office/Superintendent and parents or guardians of students involved</li> <li>• Assess counseling needs of victim(s) or witness(es)</li> <li>• Implement post-crisis procedures</li> </ul>
<b>Head Custodian</b>	<ul style="list-style-type: none"> <li>• Report to the IC for initial instructions</li> <li>• Assist IC as needed</li> </ul>
<b>School Nurse</b>	<ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> <li>• Provide first aid</li> <li>• Coordinate Emergency Medical if needed</li> </ul>
<b>School Counselor</b>	<ul style="list-style-type: none"> <li>• Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students</li> <li>• Support affected students/staff to stay calm.</li> <li>• Engage Mental Health Response team if needed</li> </ul>
<b>School Resource Officer</b>	<ul style="list-style-type: none"> <li>• Respond to the scene</li> <li>• Call for additional support if needed.</li> <li>• Ensure the school occupants are safe from the animal</li> <li>• Attempt to direct the animal off school property</li> <li>• Use all means necessary to school occupants if the animal is dangerous/aggressive</li> </ul>
<b>Evacuation Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> </ul>
<b>Reunification Coordinator</b>	<ul style="list-style-type: none"> <li>• Report to the IC to receive initial instructions</li> </ul>

# ANIMAL INCIDENT - FLOW CHART

