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

Incident Commander	 Call 911 Determine the location of the animal Prepare to quickly Lockdown the school or areas of the school, if necessary Assist external responders with Lockdown and emergency procedures Notify BOE Office/Superintendent and parents or guardians of students involved Assess counseling needs of victim(s) or witness(es) Implement post-crisis procedures
Head Custodian	Report to the IC for initial instructionsAssist IC as needed
School Nurse	 Report to the IC to receive initial instructions Provide first aid Coordinate Emergency Medical if needed
School Counselor	 Follow school protocol to support all students especially those with disabilities and emotionally vulnerable students Support affected students/staff to stay calm. Engage Mental Health Response team if needed
School Resource Officer	 Respond to the scene Call for additional support if needed. Ensure the school occupants are safe from the animal Attempt to direct the animal off school property Use all means necessary to school occupants if the animal is dangerous/aggressive
Evacuation Coordinator	Report to the IC to receive initial instructions
Reunification Coordinator	Report to the IC to receive initial instructions

DISCOVERY

Discoverer determines type of incident, including:

1. Animal sighting



NOTIFY

Discoverer notifies:

- 1. Principal's Office OR
- 2. Other school official OR
- 3. SRO

ASSESS

Establish Incident Command

Incident Commander will determine which entity should be contacted:

- 1. 911 OR
- 2. Animal Control OR

3. DNR



NOTIFY

Discoverer notifies:

- 1. Principal's Office OR
- 2. Other school official OR
- 3. SRO

CT

Incident Commander obtains:

- Description of the animal, what happened, location and time of incident
- 2. Number of people involved
- 3. Last known location of animal
- Remove school
 occupants from the
 location of the animal
 if safe to do so
- 5. Secure the area

Incident Commander will:

- 1. Initiate Lockdown
- 2. Meet first responders at emergency access points if notified

ACT

If animal is inside the school, Crisis Response Team will:

- Attempt to isolate the animal in the building
- Give the animal an escape route to the outdoors if possible (open a door / window to the outside near the animal)
- 3. Provide first aid, emergency medical if needed

If animal is near the school, Crisis Response Team will:

- Have all persons
 outside the school
 building(s) re-enter if it
 is safe to do so or seek
 the closest safe shelter
- 2. Maintain visual contact from a safe distance

NOTIFY

Crisis Response Team will notify:

- 1. BOE/Superintendent
- Affected faculty and staff
- 3. Announce an "ALL CLEAR" when safe to do so

POST-INCIDENT

Incident Commander, Crisis Response Team and/or County School Administrator will:

- 1. Initiate Incident Report
- 2. Debrief BOE and school staff
- 3. Debrief with school counselor/mental health crisis team manager
- 4. Implement critical stress debriefing program if needed
- 5. Conduct Post Incident Critique and take corrective action(s)