

SB

125



Senator Lyman F. Hoffman

Alaska State Legislature
State Capitol • Juneau, Alaska 99801-1182 • (907) 465-4453

Senate Bill 125 School Crisis Response Planning

Sponsor Statement

In February of 1997, gunfire exploded in the hallways of the Bethel Regional High School ending the lives of principal Ron Edwards and student Josh Palacios.

The actions that took place immediately following this tragedy still haunt the residents of Bethel with questions such as, should we have..? And Why didn't we..?, or Who should we turn to..? These are the questions we hope can be addressed.

I sincerely hope that no other school or community will experience this type of trauma and the pain that accompanies it. If, however, a crisis, which affects the life, health, and emotional well being of students, does happen, schools must be prepared to respond. Some schools in Alaska have planned for such crises, others have not. SB 125 would make sure that every school has a crisis response plan.

SB 125 adds a new section to the educational statutes requiring each school to develop a site specific crisis response plan.

- 1) The Dept. of Education would provide the standards.
- 2) Each School District would develop a template for use by their schools.
- 3) Each school would then put into place their site specific crisis response team.

SB 125 has had valuable input from numerous individuals and organizations involved in school safety issues. It became obvious early on that the scope of this bill was very broad and can involve a variety of school safety issues. SB 125 targets one critical component: It asks each school to engage in the forethought and planning to be prepared to meet the needs of students in times of tragedy and crisis.

It is our intent to keep this a crisis response bill, and to work on many of the other school safety issues in future legislation.

P.O Box 886 • Bethel, Alaska 99559 • (907) 543-3541

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 Clark's Point
 Cold Bay
 Dillingham
 Dutch Harbor
 Eek
 Egegik
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 Ekwok
 False Pass
 Goodnews Bay
 Igluig
 Iliamna
 Ivanof Bay
 Kasigluk
 King Cove
 King Salmon
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 Kokhanok
 Kokhanok Bay
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 Napaskiak
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 Newhalen
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 Nondalton
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 Perryville
 Pilot Point
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MEMORANDUM

TO: Senator Tim Kelly, Chair
Senate Community and Regional Affairs Committee

FROM: Senator Lyman Hoffman

DATE: April 26, 1999

RE: Senate Bill 125 – School Crisis Planning

Since the introduction of Senate Bill 125 my office has had many conversations with educators and others working in the area of school crisis planning. A number of suggestions have been made that I believe will improve the ability of schools across the state to implement the legislation. I have had a blank committee substitute prepared for your consideration. Changes in the CS are as follows:

Page 1, lines 7 – 13, relating to the composition of the crisis response team.

The CS divides the membership of the committee into two components-those who shall serve and those who may serve.

The team shall consist of the principal, one certified staff (a teacher) and one classified staff (e.g. a secretary), and one parent.

The team may include school board or advisory board members, school counselor, law enforcement representative, and a student.

This change recognizes the diversity of resources among schools around the state. We expect that a school counselor would be involved in a crisis response plan, but if counseling services are provided on an itinerant basis and a counselor is unavailable for the work of the committee, work will proceed. We expect that the appropriate board or advisory board will be involved in crisis planning, but placing the designation in a permissive rather than mandatory status should alleviate concerns or larger districts that don't have a site specific advisory board.

Page 2, lines 7-8, adds "or faculty"

Adding faculty to the section that requires protocols for responding to immediate physical harm recognizes that there may be circumstances where everyone in the building may be in harm's way, not just the students.

Page 2, line 9, removes subsection (5) related to "other policies..."

This language actually doesn't make sense because it falls under the requirement of the components the plan *must* include. School specific plans will, of course, include other policies as appropriate.

Page 2, lines 17-23, makes changes in requirements for updating the plan.

The plan must be reviewed annually and updated as appropriate. Specific language requiring update every three years has been removed. A copy of the plan must be on file in the district office. The requirement that the plan be submitted to the Department of Education has been removed.

Page 2, line 24, removes the specific time requirement for annual training in crisis response.

Feedback on what the appropriate level of training may be for inservice on school crisis has been varied. Some suggest that initial staff training may be two days and in subsequent years a much smaller amount of time would be required. The goal of the bill is that every adult be engaged in the discussions of how to respond to a crisis at that school site. With the requirement that the plan must be reviewed annually I am hopeful that this will be accomplished without a specific time mandate.

Thank you for your consideration of Senate Bill 125 and these proposed changes. If you have any questions or further suggestions please let me know.

Mat-Su Borough School District Emergency Procedures

FOR HELP:

Use intercom to contact office
Call (Principal's Office)
Call 911

Bomb Threat				Exposure to Blood Borne Pathogens/Body Fluids	Evacuation
Visitor In Building	Gangs/Group Violence			Hostage/Weapons Situation (Violence)	Suspected Missed Alcohol/Drugs
	Campus Closure	Lock Down Procedures	Break-In Procedures		

HOSTAGE/WEAPONS SITUATION (VIOLENCE)

Immediately report situation to office or call 911.
 Move students to a safe area away from crisis area.
 Lock doors and windows.
 Account for students.
 Wait for instructions.

If Taken Hostage:

Get word to office, if possible (via code word to passerby).
 Remove students from area, if possible.
Do not try to disarm gunman.
 Keep calm. Follow gunman's instructions.
 Direct students to be quiet and to sit away from gunman, windows, and exits.
 Be aware police may be able to hear what is taking place and may enter room at any time.
 Follow police instructions.

HOSTAGE/WEAPON SITUATION Page 1				
	ADMINISTRATOR	TEACHERS-ED. ASSTS.	CUSTODIANS-I TEAM	CRISIS AREA
PREVENTION	CONDUCT PERIODIC DRILLS, OBTAIN PARENTAL RELEASE INSTRUCTIONS	TEACH STUDENTS: Go to nearest safe classroom FOLLOW DIRECTIONS		
	DEVELOP GUNMAN/HOSTAGE CODE, INFORM ADULTS RE STOCKHOLM SYNDROME	REPORT ALL UNIDENTIFIED VISITORS TO OFFICE	REPORT ALL UNIDENTIFIED VISITORS TO OFFICE	
INTERVENTION	ANNOUNCE SEEK SHELTER & OFF LIMITS AREA	IMMEDIATELY REPORT INCIDENT TO OFFICE		IF POSSIBLE, GET WORD TO OFFICE (CODE WORDS TO PASSERBY)
	CALL 911	MOVE STUDENTS AWAY FROM AREA	I TEAM: NOTIFY TEACHERS, CLEAR ASSIGNED AREAS OF STUDENTS	DO NOT TRY TO DISARM IF POSSIBLE REMOVE STUDENTS FROM AREA

	CALL?????????? TAKE NECESSARY ACTION TO INSURE SAFETY	STAY CALM FOLLOW SEEK SHELTER PROCEEDRES	BOTH: REPORT TO OFFICE/COMMAND CENTER	KEEP CALM FOLLOW GUNMAN'S INSTRUCTION
	HAVE SECRETARIES LIMIT INCOMING CALLS	REMAIN IN CLASSROOMS LOCK DOORS & WINDOWS	CUSTODIANS: AVOID CRISIS AREA, BRING BUILDING MAPS TO OFFICE	DIRECT STUDENTS TO SIT DOWN AND BE QUIET
	FOLLOW POLICE INSTRUCTIONS	TAKE COVER IF NEEDED ACCOUNT FOR STUDENTS WAIT FOR INSTRUCTIONS	CUSTODIANS: FOLLOW POLICE DIRECTIONS (ex. help control traffic)	BE AWARE POLICE MAY BE ABLE TO HEAR WHAT IS HAPPENING
			I TEAM: COMMUNICATION DUTIES-STUDENTS, PARENTS, MEDICAL	MOVE STUDENTS AWAY FROM GUNMAN

HOSTAGE/WEAPON SITUATION Page 2

ADMINISTRATOR	TEACHERS-ED. ASSTS.	STUDENTS	CRISIS AREA
CONSULT WITH POLICE AND ?????			IF APPROPRIATE, BUILD ON POSITIVE ASPECT OF STOCKHOLM SYNDROME
SUPERINTENDENT OR PRINCIPAL MAY REQUEST DISTRICT ??? HELP			FOLLOW POLICE INSTRUCTIONS
ANNOUNCE EVACUATION, CLOSURE OR CONTINUE CLASSES	REPORT TO OFFICE NAMES OF MISSING STUDENTS		REMAIN AFTER CRISIS RESOLVED TO ANSWER POLICE QUESTIONS
ADMINISTER ORDERLY RELEASE OF STUDENTS IF APPROPRIATE	PERFORM ASSIGNED STUDENT RELEASE DUTIES IF APPROPRIATE	FOLLOW TEACHER/POLICE INSTRUCTIONS	
FOLLOW OUR POSTITION D PLAN			

POSTVENTION	APPROPRIATE							
	GIVE WRITTEN REPORT TO SUPERINTENDENT							
	TAKE APPROPRIATE DISCIPLINARY MEASURES							
	REQUEST DISTRICT DEBRIEFING TEAM IF APPROPRIATE							

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BOMB THREAT

1. Intercom the following message to teachers: Teachers, please sweep your rooms. The custodians need help. (Announced via intercom or other appropriate methods)
2. Teachers visually check their rooms/areas. If anything is out of place such as an unidentified package or a suspicious looking article, notify administrators.
3. If your class is in apparent or possible danger, go to the library or the commons. Take a "field trip" away from the problem.
4. Do not alarm students. Do not panic.
5. Evacuation of the building should be an administrative decision. Use common sense.

BOMB THREAT									
		ADMINISTRATORS		RECEIVER OF CALL		TEACHERS-ED. ASSTS.		CUSTODIANS-I TEAM	
PREVENTION		POST BOMB THREAT REPORT FORMS AT EACH LISTED TELEPHONE				POST EVACUATION MAP IN ROOM		MAINTAIN EVACUATION ALARMS	
		PREPARE BUILDING SWEEP PLAN							
INTERVENTION				KEEP CALLER ON LINE ASK CHECK SHEET QUESTIONS					
		CALL 911 SUPERINTENDENT ????????????		REPORT TO PRINCIPAL		DO NOT TOUCH LIGHT SWITCHES, DESKS, LOCKERS			

		NOTIFY FACULTY & DIRECT EVACUATION IF DEEMED NECESSARY	FOLLOW PRINCIPAL DIRECTIONS	LEAVE DOORS AND WINDOWS OPEN FOLLOW OFFICE DIRECTIONS	REPORT TO COMMAND POST FOR POSSIBLE SWEEP DIRECTIONS
		IMPLEMENT BUILDING SWEEP W/POLICE		STAY WITH STUDENTS	
		DIRECT STUDENTS TO RETURN TO BUILDING WHEN SAFE			
POSTVENTION		WRITTEN REPORT TO SUPT. TAKE DISCIPLINARY ACTION IF INDICATED			

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EARTHQUAKE
Earthquake Preparedness Handbook

Remain calm.
 Stay indoors or outdoors, wherever you are, until tremors stop.
 Stop, drop, and cover.
 Take cover under desks, tables, against inside wall or under doorways.
 Stay alert for possible aftershocks.

If gas is smelled, move everyone out immediately.

Evacuation: Exit building through nearest safe exit.
 Avoid downed power lines and open gas lines.
 Move out of fire lanes.

Teachers: Follow students out and stay with students.
 Take student rosters, paper and pencil.
 Take roll to determine students missing.
 Report missing students to I Team member wearing emergency vests

Unattached students report to I Team member wearing emergency vests
 Wait for further instructions.

EARTHQUAKE									
		ADMINISTRATORS		TEACHERS		CUSTODIANS		I TEAMS	
PREVENTION		ADVISE EMPLOYEES OF EARTHQUAKE PROCEDURES		ADVISE STUDENTS RE: EARTHQUAKE PROCEDURES					
INTERVENTION		STAY CALM STAY WHERE YOU ARE		STAY CALM STAY WHERE YOU ARE UNTIL TREMORS STOP		STAY CALM STAY WHERE YOU ARE UNTIL TREMORS STOP		STAY CALM STAY WHERE YOU ARE UNTIL TREMORS STOP	
		TAKE COVER INSIDE WALLS UNDER DESKS, ARMS AROUND HEAD		TAKE COVER INSIDE WALLS, UNDER DESKS, ARMS AROUND HEAD		TAKE COVER		TAKE COVER	
				IF SMELL GAS, OPEN WINDOW, MOVE STUDENTS OUTSIDE		TURN OFF GAS LINES UNTIL		REPORT TO COMMAND POST	

		MOVE STUDENTS OUTSIDE, REPORT	SAFETY DETERMINED	FOLLOW INSTRUCTIONS
		SIGNAL EVACUATION IF NEEDED CALL 911	CHECK FOR DAMAGE (GAS, WATER, ELECTRICAL, SEWER, STRUCTURAL)	PROVIDE COMMUNICATIONS HELP FOR COMMAND POST
		SET UP COMMAND POST	REPORT DAMAGE TO COMMAND POST	
POSTVENTION		FOLLOW POSTVENTION PLAN IF NEEDED		

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LOCKDOWN PROCEDURE

Lock down will be a term used at this school to refer to a situation which calls for the isolation of faculty and students from a potentially violent environment.

The Principal's office will be identified as the central control center in all emergency situations. A second and third area will be designated by the building administrator.

1. Staff will be notified via an all call to "LOCK DOWN" repeat "LOCK DOWN IMMEDIATELY".
 - a. Staff, go to your doors and lock them--- Admit no one except an administrator. Remain in your secure area until further notice is given.
 - b. Keep students in a secure area until further notice, disregard any bells.
 - c. If the situation warrants a building evacuation, staff members will be notified as to the process and nearest safe exit.

_____ is the alternate evacuation center.
(Fill in for your school)

At the Elementary level schools bring any students into your classroom seen at the time of the lock down.

REMEMBER, YOUR PRIMARY RESPONSIBILITY IS THE SAFETY OF YOUR STUDENTS AND YOURSELF. DO NOT PUT EITHER IN JEOPARDY.

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CS FOR SENATE BILL NO. 125()

IN THE LEGISLATURE OF THE STATE OF ALASKA

TWENTY-FIRST LEGISLATURE - FIRST SESSION

BY

Offered:
Referred:

Sponsor(s): SENATOR HOFFMAN

A BILL

FOR AN ACT ENTITLED

1 "An Act relating to school crisis response planning."

2 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

3 * Section 1. AS 14.33 is amended by adding a new section to read:

4 Article 2. Required School Crisis Response Planning.

5 Sec. 14.33.100. Required school crisis response planning. (a) Each district
6 shall develop a model school crisis response plan for use by each school in the district.
7 Each school in a district shall develop a school specific crisis response plan. Each
8 school shall form a crisis response team consisting of the principal, one certified and
9 one classified member of the school staff, and one parent whose child attends the
10 school. The crisis response team may include one member of the governing board or
11 advisory school board, a school counselor, a member from local law enforcement
12 authorities, and one student in grade 10 or higher if the school has those grades. The
13 district and each school within the district shall consult with local social services
14 agencies and local law enforcement authorities when developing the school crisis
15 response plan.

1 (b) A school specific crisis response plan must meet standards as determined
2 by the department by regulation. A school specific crisis response plan must include:

- 3 (1) the person in charge and a designated substitute;
4 (2) the names of the crisis response team members and their specific
5 job functions relating to a crisis;
6 (3) a communication plan;
7 (4) protocols for responding to immediate physical harm of students or
8 faculty and to traumatic events, including the period after the events have concluded;
9 (5) disaster and emergency procedures to respond to earthquakes, fire,
10 flood, explosions, or other events or conditions in which death or serious injury is
11 likely;
12 (6) crisis procedures for safe entrance to and exit from the school by
13 students, parents, and employees, including an evacuation and lock down plan; and
14 (7) crisis policies for enforcing school discipline and maintaining a safe
15 and orderly environment.

16 (c) Each district shall annually review and update as appropriate each school's
17 crisis response plan. A copy of each school's crisis response plan, as annually updated,
18 shall be retained by the district and a copy provided to each local agency that has a
19 role in the plan. Notice of completion of the annual review and update and the
20 location of a school's crisis response plan shall be posted at each school in the district.
21 A school crisis response plan shall be printed and available for inspection by the
22 public.

23 (d) Each district shall annually provide to each district employee training in
24 crisis response, including evacuation and lock down drills.

25 (e) In this section,

26 (1) "crisis" includes a traumatic event or condition that creates distress,
27 hardship, fear, or grief;

28 (2) "district" has the meaning given in AS 14.17.990.

29 * **Sec. 2. TRANSITION.** A city or borough school district or regional educational
30 attendance area shall complete the initial model school crisis response plan required by
31 AS 14.33.100, added by sec. 1 of this Act, on or before July 1, 2000. A school in a city or

- 1 borough school district or regional educational attendance area shall complete the initial school
- 2 specific crisis response plan required by AS 14.33.100, added by sec. 1 of this Act, on or
- 3 before December 31, 2000.

FISCAL NOT

No. 1

STATE OF ALASKA
1999 LEGISLATIVE SESSION

BI Bill Version: SB125
(S) Publish Date: 4-21-99

Revision Date: _____ Dept Affected: Military & Veterans Affairs
 Title: An Act relating to school crisis response BRU: Disaster Planning & Control
planning. Component: Disaster Planning & Control
 Sponsor: Senator Hoffman
 Requestor: (S) HES Component Serial No. #1308

Expenditures/Revenues (Inflation not included unless otherwise noted below) (Thousands of Dollars)

OPERATING EXPENDITURES	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005
PERSONAL SERVICES						
TRAVEL						
CONTRACTUAL						
SUPPLIES						
EQUIPMENT						
LAND & STRUCTURES						
GRANTS, CLAIMS						
MISCELLANEOUS						
TOTAL OPERATING	0.0	0.0	0.0	0.0	0.0	0.0
CAPITAL EXPENDITURES	0.0	0.0	0.0	0.0	0.0	0.0
CHANGE IN REVENUES (fund code)	0.0	0.0	0.0	0.0	0.0	0.0

FUND SOURCE (Thousands of Dollars)

FUND SOURCE	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005
1002 Federal Receipts						
1003 GF Match						
1004 GF						
1005 GF/Program Receipts						
1037 GF/Mental Health						
Other (Specify Type)						
TOTAL	0.0	0.0	0.0	0.0	0.0	0.0

Estimate of any current year (FY99) cost: \$ none

POSITIONS

POSITIONS	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005
FULL-TIME	0	0	0	0	0	0
PART-TIME	0	0	0	0	0	0
TEMPORARY	0	0	0	0	0	0

ANALYSIS: (Attach a separate page if necessary)

While not specifically tasked in the proposed bill, it is implied that the Department of Military and Veterans Affairs/Division of Emergency Services, as the State's primary agency dealing with natural disasters, would be tasked or requested to provide planning and training assistance to the Department of Education and school districts. This assistance would be provided as part of the regular duties of the Division of Emergency Services.

Prepared by: Jim Butchart, Plans and Preparedness Manager Phone: 907) 423-7000
 Division: Emergency Services Date: 13-Apr-99
 Approved by Commissioner: Mike Benson for Governor Dutka Date: 4-14-99
 Agency: Military & Veterans Affairs

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