

USD 473 Chapman



Crisis Plan

2025-26

Introduction:

The following crisis plan for Chapman Unified School District 473 is posted in each classroom and office area as a hard copy next to the exit door as an Emergency Preparedness Guide. The most recent involvement for input included the city police chief, county police chief, area fire chief, board president, superintendent, high school assistant principal/athletic director, elementary principal, middle school principal, counselor/social worker, district IT director and district transportation director. Beyond updates to procedures, the steps were taken to make sure the fire department and police have access to the buildings. This included updating doors to lessen the keys needed along with direct master keys for easy access. These are also located in the fire boxes at each school building location. All buildings are now up to date in the district with the latest technology for camera systems for monitoring which can be directly passed on for access in and outside the buildings in a crisis. It has also been offered to have all emergency agencies access to buildings for walk throughs to know the layout along with maps and location identification. All agencies will be working towards training sessions in the buildings when needed for preparation and be able to have access in evenings and on weekends. All buildings and sports complex have an AED machine with all coaching and administration with CPR training.

Table of Contents:

Public Contact Numbers	3
Community Contact Numbers	3
District Communication Plan	4
Safety & Security Meeting	5
Medical Emergency/Multi-Casualties	6
Evacuation Procedures	6
Utility Failure	7
Suspicious Person on School Site	7
Weapons on School Property	8
Fire/Arson	9
Severe Weather	10
Missing/Abducted Student	10
Death on School Site (natural causes, accidental, suicide or homicide)	11
Biological Attack/Release/Outbreak	12
Nuclear Attack/Release	12
Radiological Attack/Release	13
Chemical Attack/Accident	14
Explosion	14
Armed Subject or Hostage	15
Board Policy Emergency Drills	16
Crisis Planning	16
Bomb Threat Checklist	17
Chapman Elementary Map	18
Chapman High School Map	19
Chapman Middle School Map	20
Blue Ridge Elementary Map	21
Enterprise Elementary Map	22
Rural Center Elementary Map	23

Public School Numbers:

Education Center	922-6521
Chapman High School	922-6561
Chapman Middle School	922-6555
Blue Ridge Elementary School	598-2226
Chapman Elementary School	922-7171
Enterprise Elementary School	263-8248
Rural Center Elementary School	479-2213
Wee Lads and Lasses Preschool	922-7171
Food Service	922-6521
Transportation	922-6968

Community Numbers:

For an emergency	911
Chapman Police Department	922-6463
After Hours emergency (Dispatch)	922-6211
Enterprise Police Department	263-8732
Dickinson County Sheriff's Department	263-4081
Dickinson County Health Department	263-4179
Dickinson County Emergency Management Agency	263-3608
Geary County Sheriff's Department	238-2261
Kansas State Highway Patrol	785 296-6800
Poison Control	1 800-222-1222
Kansas Abuse and Neglect Hotline	1 800 922-5330
National Abuse Hotline	1 800 799-7233
National Hotline Missing Child	1 800 843-5678
Parent Helpline	1 855 427-2736
Abilene Memorial Hospital	263-2100
Geary Community Hospital	238-4131
Chapman Fire Department	911
Enterprise Fire Department	911



USD 473 DISTRICT COMMUNICATION PLAN

Superintendent

School Board

Administration

Teachers

BELOW IS THE OFFICIAL COMMUNICATION PLAN OF USD 473. THE GOAL IS TO CREATE A POSITIVE COMMUNICATIVE ENVIRONMENT TO INCLUDE INFORMATIVE INFORMATION. OUR GOAL IS TRANSPARENCY, FEEDBACK AND DEVELOPING A POSITIVE NARRATIVE FOR USD 473.

STEPS

POWER ANNOUNCE

- Email and/or Text
- Each Parent included (may opt out)
- 1500 individuals reached
 - Patrons
 - Staff
 - Students

Appropriate Communication:
 Official Communication of USD 473

- Official USD 473 notices, surveys, emergency notifications
- Source for feedback

FACEBOOK & WEBSITE

- USD 473 Facebook page
- Individual Building Facebook pages
- USD 473 associated activities and clubs
- USD 473 Website
 - Can range from 500 to 4000 reached

Appropriate Communication:

- District Highlights
- Community Events
- Links to official USD 473 communication on other platforms

PRINT MEDIA & RADIO

- All Personnel Issues addressed by HR Director
- All school related news releases directed to the Building Administrator
- All Emergency Press releases distributed by the Central Office

Appropriate Communication:

- Monthly radio spot
- Newspaper Article Highlights
- Media Interviews
- Emergency Information

Medical Emergency/Multi-Casualties

Administrator's Responsibility

- *Call 911 (on a cell phone, call the Police Department Dispatch)
- *Call Education Center at 922-6521
- *Report to the scene. Secure and isolate the area.
- *Have staff trained in first aid/CPR respond to the area to assist
- *Assign an individual to meet and escort the emergency medical responders to the scene.
- *Notify the parent/guardian(s)
- *Accompany the student/staff to the hospital if the parent/guardian cannot be there.

Allergic Reaction

- *Notify office/Administrator-in-Charge immediately.
- *Call 911
- *Administer counteractive agent (EpiPen) if necessary.
- *Contact parent/guardian(s).

Staff Responsibility

- *Evaluate the accident scene. Isolate and secure the area.
- *Direct any unaffected persons to a safer and secured area.
- *Call 911 (on a cell phone, use the actual number of the Police Department Dispatch)
- *Notify the Administrator-in-Charge ASAP. Advise them of the number of injured and the situation. Give the location.
- *If the scene is safe, proceed to the victim and assess the severity of the injury.
- *Stabilize the victim. Administer first aid.
- *Assist the emergency medical responders.
- *If the scene is not safe, i.e., electrocution, downed wires, etc., wait for EMS.

Custodial Responsibilities

- *Same as Staff's Responsibilities

Evacuation Procedures

Administrator Responsibilities

- *Signal an evacuation from the building by using the fire alarm.
- *Involve other staff as necessary.
- *Call 911 (on cell phone, call the Police Department).
- *Call Education Center at 922-6521.
- *If students/staff need to leave the premises, request transportation to the designated site (922-6968). Coordinate your effort with Central Office and emergency responders.
- *Take the Mobile Emergency Supply Kit.

Custodial Responsibilities

- *Same as Administrator's Responsibilities except do not call Education Center.

*Do call the Buildings and Grounds Director or Principal for further direction.

Staff Responsibilities

- *Follow the evacuation routes posted in the room unless otherwise advised.
- *Close your classroom doors when leaving the room.
- *Do not touch the light switches.
- *Take your laptops/iPad, if possible.
- *Assist with the building evacuation by checking bathrooms, etc.
- *See that special needs students are physically assisted.
- *Take roll call.
- *Report missing student(s) ASAP to the Administrator/Designee
- *Remain with classes and await further instructions from the Administrator-in-Charge.

Utility Failure

Administrator Responsibilities

- *Contact the Custodian about the electrical outage.
- *Contact the Buildings and Ground Director to address the problem (556-1032).
- *Call Education Center at 922-6521.
- *Ensure that the utility company has been contacted.

Custodial Responsibilities

- *Determine the full extent of the power outage for the building administrator.
- *Keep the building Administrator advised of the situation.

Staff's Responsibilities

- *Remain in your classroom. Continue to teach and keep students calm.
- *Advise students who need to use the bathrooms that the toilet cannot be flushed.
- *If school is dismissed early, refer to individual student emergency forms to confirm student destinations.
- *Make phone calls as necessary for alternate plans and document the change on the student emergency form.

Suspicious Person on School Site

Administrator Responsibilities

- *Identify the problem and the location.
- *Approach the subject and determine the nature of their business within the building.
- *Ask for their identification.
- *Request them to accompany you to the office. If the suspect is looking for a specific student, check their file for court orders, e.g., personal protection orders, custody orders.
- *If there is no acceptable reason to be in the building, ask the intruder to leave the building site.
- *If they refuse to leave:

- Call 911 (on cell phone, use the actual number of the Police Department.)
- Call Education Center to report the incident. Provide the suspect's description.
- Await a police response.
- If appropriate, declare "Lock Down." This means No Movement.

Custodial Responsibilities

- *Identify the problem and the location.
- *Approach the subject and determine the nature of their business.
- *Call the police if you suspect a problem and provide the suspect's description.
- *Await a police response.
- *Call your supervisor.

Staff's Responsibilities

- *Approach the subject and determine the nature of their business.
- *Request that the subject report to the office.
- *If possible, accompany the person to the office.
- *If suspicious, notify the Administrator-in-Charge ASAP.

Weapons on School Property

Follow these procedures within the building whenever you know or suspect a student may have a weapon on them, in a locker, a car, or anywhere else on school property.

Administrator Responsibilities

- *Declare "Lock Down." This means No Movement if the situation appears threatening to the safety of the building.
- *Call 911 (on a cell phone, call the Police Department.)
- *Call Central Office at 922-6521.
- *Determine if a reasonable suspicion exists to search for a weapon.

Custodial Responsibilities

- *Declare "Lock Down." This means No Movement if the situation appears threatening to the safety of the building.
- *Identify the problem and the location.
- *Call 911 (on a cell phone, call the Police Department.)
- *Call the Buildings and Grounds Director or Principal for further direction.

Staff's Responsibilities

- *Notify the Administrator-in-Charge ASAP.
- *Do not attempt to approach or confiscate.
- *If a weapon is found, isolate the area and do not touch the weapon. Police will secure it for evidence.
- *Await further instruction from the Administrator-in-Charge.

Fire/Arson

Arson means the unauthorized starting of a fire on school property or assisting another in starting a fire.

Administrator Responsibilities

- *Evacuate the building by using the fire alarm.
- *Call 911; give the specific location, if known. (On a cell phone, call the Police Department 922-6211.)
- *Call Education Center (922-6521).
- *Contact the Buildings and Grounds Director to address the problem. (556-1032)
- *Assist in evacuating the building.
- *Establish a command post for the fire responders, if necessary.
- *Assist the fire department with locating the utilities.
- *Ensure the building is evacuated.
- *If students/staff need to evacuate campus, request transportation to designated site (922-6968). Also take the Mobile Emergency Supply Kit.
- *Signal an "All Clear" when appropriate.
- *Notify the custodial staff to recharge/replace the fire extinguishers where appropriate.

Staff's Responsibilities

- *Activate the fire alarm.
- *Notify the Administrator-in-Charge ASAP.
- *Follow the evacuation procedures:
 - Take your laptop/iPad, if possible, and close your classroom door.
 - Reassemble your students at the designated area.
 - Take a roll call
 - Report missing student(s) ASAP to the Administrator-in-Charge.
 - Await further instructions from the Administrator-in-Charge.
 - Re-occupy the building when an "All Clear" is announced.

Custodial Responsibilities

- *Evacuate the building by using the fire alarm.
- *Call 911; give the specific location, if known. (On a cell phone, call the Police Department 922-6211.)
- *Contact the Buildings and Grounds Director to address the problem. (556-1032)
- *Assist the fire department with locating the utilities.
- *Ensure the building is evacuated.
- * Re-occupy the building when given an "All Clear."

NOTE:

- *If arson is suspected, inform the responding police/fire personnel.
- *Assist the police/fire personnel.
- *Help locate any possible suspect and/or witness(es).
- *If the fire was extinguished, still report the fire to the fire department for investigation.

Severe Weather

Tornado Watch: Conditions are right for a tornado and a National Weather Service WATCH has been issued.

Tornado Warning: Shelter in Place (take cover). A National Weather Service WARNING has been issued.

Note: at the first sign of lightning, all students should be inside the building.

Administrator Responsibilities

- *Office staff to monitor the Early Warning Weather Radio.
- *Upon activation, office staff shall notify the Administrator-in-Charge and Central Office at 922-6521.
- *Administrator should monitor developing weather conditions.
- *If conditions warrant protective measures to be taken order students/staff to proceed to the shelter area.
- *If there is a medical emergency call 911 (on cell phone, call the Police Department 922-6211).
- *Administrator announces when students/staff are to return to their rooms.
- *If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.
- *Do not allow the release of students until the severe weather passes. Offer parents/guardians to Shelter in Place with the school.

Staff's Responsibilities

- *Upon the order to Shelter in Place the students, proceed to the shelter area.
- *If possible, take your record/attendance book.
- *Account for all students. Report missing students to the office.
- *If there is a medical emergency call 911 (on cell phone, call the Police Department 922-6211).
- *Notify the Administrator-in-Charge ASAP.
- *Keep students quiet and calm.

Custodial Responsibilities

- *Monitor developing weather conditions.
- *Contact the Administrator-in-Charge for direction.
- *If conditions warrant protective measures to be taken, assist students/staff to proceed to the shelter area.
- *If there is a medical emergency call 911 (on cell phone, call the Police Department 922-6211).
- *If damage has occurred to the building, the Administrator is to evacuate the affected areas/campus.

Missing/Abducted Student

Overall Procedures:

- *If an abduction is observed or suspected, Call 911 (on cell phone, call the Police Department 922-6211).

- *Obtain a detailed description of the abductor (physical appearance, type/color of clothing, make/model/color/license number of any vehicle seen.)
- *If a student is missing/abducted, immediately notify the Administrator-in-Charge.
- *If possible, obtain detailed description of clothing/time/location when child was last seen, and a photograph of the child if possible.

Administrator Responsibilities

Missing Student:

- *Conduct an immediate search of the school/school grounds.
- *Call 911 (on cell phone, call the Police Department 922-6211.)
- *Contact the custodial parent/guardian of the missing student.
- *Call Education Center 922-6521.

Abduction:

- *Call 911, provide suspect/vehicle information (on cell phone, call the Police Department 922-6211.)
- *Call Education Center 922-6521.
- *If an abduction is witnessed by other students, detain the students for interviews with the administrator/law enforcement.

Staff's Responsibilities

Missing Student:

- *Notify the Administrator-in-Charge.
- *Assist the Administrator with questioning friends/classmates.
- *Maintain control of the remaining students.

Abduction

- *If an abduction occurs during class, attempt to persuade the abductor not to commit the act, if possible.
- *If an abduction is witnessed by other students, detain the students for interviews with the administrator/law enforcement.
- *Do not place yourself or students in harm's way.

Custodial Responsibilities

- *Follow the administrator's Responsibilities
- *Call your Supervisor.

Death on School Site (natural causes, accidental, suicide or homicide)

Survey scene to determine safe approach.

Administrator Responsibilities

- *Identify the problem and the location. Secure and isolate the area.

- *Call 911 (on cell phone, call the Police Department 922-6211)
- *Call Education Center at 922-6521.
- *Assist the police in locating and identifying possible suspect(s)/victim(s)
- *Assess whether the suspect(s) can be safely isolated/detained.
- *Secure emergency information on the suspect(s)/victim(s), if possible.
- *Provide the police/EMS with emergency information.

Staff's Responsibilities

- *Identify the problem and the location. Secure and isolate the area.
- *Call 911 (on cell phone, call the Police Department 922-6211)
- *Notify the Administrator-in-Charge ASAP.
- *If possible, calmly remove the students from the area.
- *Discourage discussion.
- *Wait for police/EMS responders to arrive.
- *Identify students in need of immediate support.

Custodial Responsibilities

- *Same as Staff's Responsibilities
- *Do call the Buildings and Grounds Director or Principal ASAP.

Biological Attack/Release/Outbreak

Indicators of Biological Incident:

Symptoms may not present themselves for 1-20 days, depending on the biological agent, and may include:

- *Fever, headache, chills, sweating, weakness, and fatigue
- *Joint and muscle pain
- *Respiratory distress, difficulty talking or eating
- *Nausea

Staff's Responsibilities

- *Notify Principal's office.

Principal Office Responsibilities

- *Call 911 and notify administration.
- *Ensure the local health department is contacted.
- *Conduct attendance audit of visitors, staff, and students.

Note: Establishment of information sharing system with public health officials to report excessive/unusual student absenteeism should be considered.

Consider: Establishing a location for evacuation, decontamination, or quarantine at the direction/approval of the incident commander.

Nuclear Attack/Release

The explosion of a nuclear bomb, the use of nuclear weapons, usable fissile material, and the seizure or sabotage of nuclear facilities.

- *Detonation of a Thermal Nuclear Bomb
- *Bombing of nuclear facility or transportation vehicle (freeway)
- *Use of a dirty bomb
- *Use an explosive device to disseminate radioactive material.
- *Dissemination of radioactive materials with a spray device.

Note: The amount of radiation from a “dirty bomb” is unlikely to give you radiation sickness or cancer (dependent on time, rate, distance).

Staff and Principal’s Office Responsibilities

- *Call 911 and notify administration.
- *Await further instructions.
- *Conduct attendance audit of visitors, staff, and students.
- *Refer to the Radiological Attack/Release Card.

Radiological Attack/Release

Indicators of Radiological Exposure

- *Symptoms usually do not appear for 2-6 hours, even with high doses.
- *Some symptoms may include: nausea, vomiting, diarrhea, dizziness, fatigue, headache.

Staff Responsibilities

- *Close windows and doors.
- *Ensure that students do not chew gum, eat, drink or place objects in their mouth.
- *Have students cover nose and mouth with arm, shirt, or other material.
- *Take attendance.
- *Wait for further direction from school administration.

Principal’s Office Responsibilities

- *Call 911 immediately and notify administration.
- *Public address announcement to staff.
- *Control building ingress/egress.
- *Turn off HVAC (heating, ventilation, air conditioning system)
- *Ensure windows and doors are closed.
- *Maintain a closed campus until evacuation or decontamination procedures are implemented by incident commander.
- *If within 10-mile radius of incident, Shelter in Place until evacuation procedures are initiated.
- *Conduct attendance audit of visitors, staff and students.

If possible and practical:

- *Keep exposure time to minimum
- *Establish a location for evacuation and decontamination at the direction/approval of the incident commander.
- *Contact your Emergency Manager for recommendations.

*For those buildings within the Ten-Mile Emergency Planning Zone of a nuclear power plant, please refer to required response plans or protocols.

Chemical Attack/Accident

Note: Most Chemical agents do not produce a visible cloud.

Indicators of Chemical Hazard

- *Blisters or rashes
- *Unexplained coughing, fatigue, tearing in eyes, dizziness
- *Unusual liquid droplets or oily film
- *Unexplained animal sickness or death
- *Unexplained odors

Staff Responsibilities

- *If a chemical attack or release is suspected, notify the Principal's Office immediately.
- *Advise of injuries/anyone in immediate danger.
- *If evident, notify Principal's office of adverse physical symptoms present.
- *Stay calm and keep student's calm
- *Remain in room with door and windows closed. Await further instructions.
- *Take attendance and keep class roster in your possession.
- *If outside with students seek shelter immediately.
- *Have students cover nose and mouth with arm, shirt, or other material.

Principal's Office Responsibilities

- *If chemical attack or release is suspected, turn off HVAC (heating, ventilation, air conditioning system).
- *Call 911 and notify administration.
- *Control building ingress/egress.
- *Use PA announcement directing staff and students to remain in classrooms or move to a pre-designated safe assembly area. Only at the direction of the incident commander.
- *Conduct attendance audit of visitors, staff, and students.
- *Make a public announcement through local emergency manager or broadcast media.

Explosion

Approximately 70% of terrorist events involve the use of explosives. Explosives can be used to disperse other hazardous materials. Types of explosions are:

- *Mechanical / Chemical / Nuclear/Radiological

Staff Responsibilities

Written, email, verbal, or call-in explosion threat, OR upon discovery of potential explosive device:

- *Stay Calm
- *Inform Principal's office via messenger or building telephone.

- *Do not operate radios or electronic equipment.
- *Evacuate to designated assembly area, leaving doors open as you exit.
- *Recommend 1,000 feet distance minimum.
- *Do not remove any items from the building as you exit.
- *Take attendance.
- *Report any missing students to Principal's office immediately.
- *Do not re-enter building.

Principal's Office Responsibilities

Written, email, verbal, or call-in explosion threat, OR upon discovery of potential explosive device:

- *Upon notification, call 911 and notify administration.
- *Use messenger to signal evacuation of staff and students to designated assembly area.
- *Radio signals and/or electronic devices can activate explosive devices. Do not use: (Radios, Cell Phones, Electronic bells/public address system)
- *Report any unaccounted students to first responder on scene: (Fire, Police, Emergency Medical Services)
- *Conduct attendance audit of visitors, staff, and students.

Armed Subject or Hostage

Follow these procedures within building whenever a person:

- *Has a weapon
- *Says they have a weapon
- *Is holding another person against their will

Building Moves to "Lock Down – No Movement" Procedure Immediately

Overall Procedures

1. Call 911
2. Notify the Administrator-in-Charge, Relay accurate information.
 - *Where is the building is the event occurring?
 - *How many are involved (perpetrators and hostages)?
 - *What demands if any have been made?
 - *Is anyone injured?
3. Render the appropriate assistance.

Administrator's Responsibilities

- *Lock down- No movement
- *Call 911
- *Call Education Center at 922-6521
- *Escort any student in hallways to a safe location.
- *Isolate the lock down area.
- *Await the arrival of the emergency responders
- *Coordinate with the police/EMS personnel

Staff Responsibilities

- *If a weapon has been seen follow the above procedures.
- *Open window treatments and close and lock classroom door.
- *Make a list of all students not in the classroom, who should be, when the lock down declared.
- *Record the names of students who are in the room after the lock down.
- *The teacher does not have to check with anyone if in an emergency and can choose to barricade the door, find an area where you cannot be seen through the windows, or leave & run to another location by door/window/etc.

If the subject is Visible

- *Stay calm and do not approach. Do not attempt to confiscate the weapon, communicate, and cooperate with the subject. Run away if all possible before being approached.

Board Policy Emergency Drills

EBBE

Building principals shall be responsible for scheduling and conducting emergency and safety drills as required by law and for ensuring students are instructed in the procedures to follow during the drills and in an actual emergency.

Each building principal shall develop a written plan for specific emergency drills required by law. The plan shall include specific arrangements for the evacuation of mobility impaired and other individuals who may need assistance from staff members to safely exit the building.

Although plans for evacuation are essential, the state Fire Marshall may grant exemptions to the number and or manner of drills required by law with regard to students receiving special education or related services, upon request. Each principal shall conduct briefings with the staff concerning the emergency plan.

Each teacher shall explain relevant portions of the plan to students under their jurisdiction prior to a date established by the principal. Within one week there-after, the building principal shall conduct a surprise drill. Other drills shall be held at times determined by the building principal. The four fire drills and three crisis drills are required by law may be scheduled at any time during the school year. However, the two tornado drills required shall be conducted in September and March. All these drills must be conducted by each school during school hours and cannot be made part of regular dismissal at the close of the school day.

Each emergency and safety drill plan shall be reviewed by the superintendent and filed with the clerk.

Approved: USD 473 7-15-19

Crisis Planning

EBBF

The superintendent in cooperation with each building principal and/or lead teacher shall develop a plan to deal with crisis in an attendance center. Each plan shall be approved by the board before it is implemented. A copy of the plan shall be on file in each building and with the clerk. Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan. Crisis plans shall be subject to regular review by the administration. If a plan is implemented, the board shall receive a report how well the plan worked. If necessary, the reports shall include recommended changes.

Approved: USD 9/18

BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an operator or person receiving a call which threatens the safety or security of the Public School System.

Checklist:

(Complete all possible items immediately following the call.)

1. Time Call Received: _____
2. Time Call Terminated: _____
3. Caller's Name and Address (if known): _____
4. Sex: Male Female
5. Age: Adult Child
6. Bomb Facts (Questions to Ask):
 - a. When will it explode? _____
 - b. Where is the bomb right now? _____
 - c. What kind of bomb is it? _____
 - d. What does it look like? _____
 - e. Why did you place the bomb? _____

7. Voice Characteristics:

- | Tone | Speech | Language |
|-------------------------------------|------------------------------------|------------------------------------|
| <input type="checkbox"/> Loud | <input type="checkbox"/> Fast | <input type="checkbox"/> Excellent |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Slow | <input type="checkbox"/> Good |
| <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distorted | <input type="checkbox"/> Fair |
| <input type="checkbox"/> Low Pitch | <input type="checkbox"/> Cursing | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Stutter | <input type="checkbox"/> Sturred | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Lisp | <input type="checkbox"/> Disguised | <input type="checkbox"/> Foreign |

8. Background Noise:

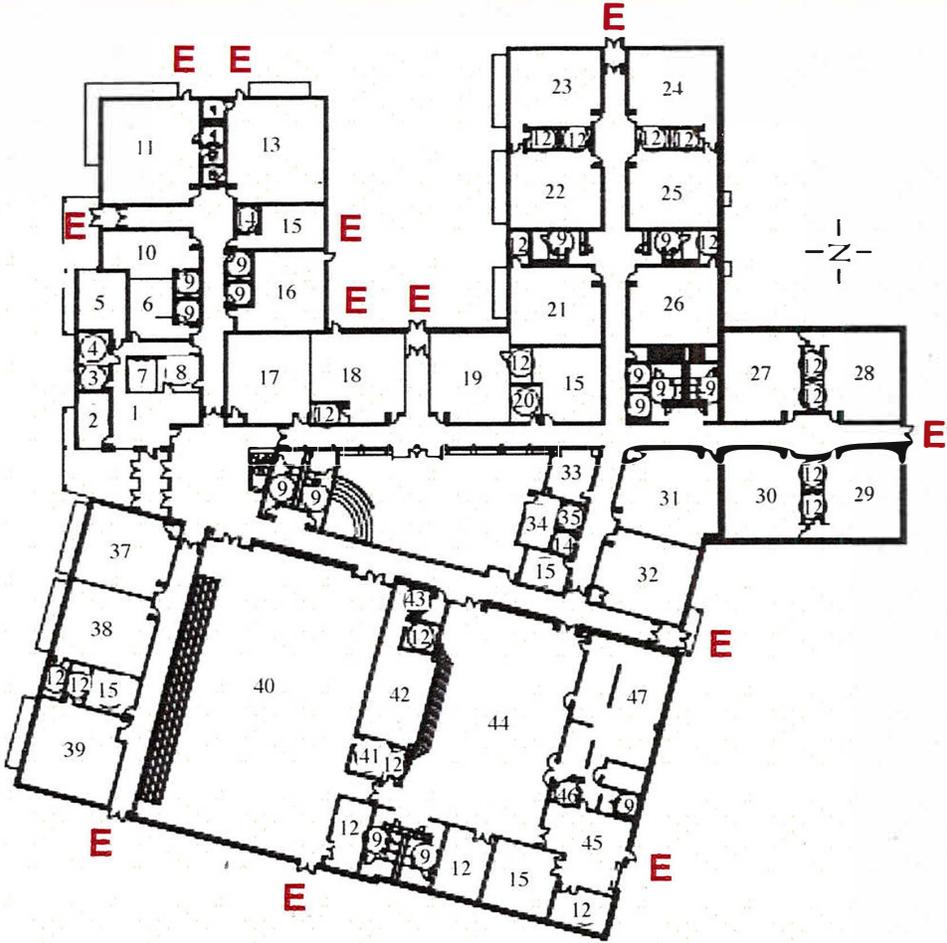
- | | | |
|-----------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Music | <input type="checkbox"/> Traffic | <input type="checkbox"/> Voices |
| <input type="checkbox"/> Machines | <input type="checkbox"/> Cellular Phone | <input type="checkbox"/> Quiet |
| <input type="checkbox"/> Children | <input type="checkbox"/> Typing | <input type="checkbox"/> Other: _____ |

9. Person Receiving Call: _____

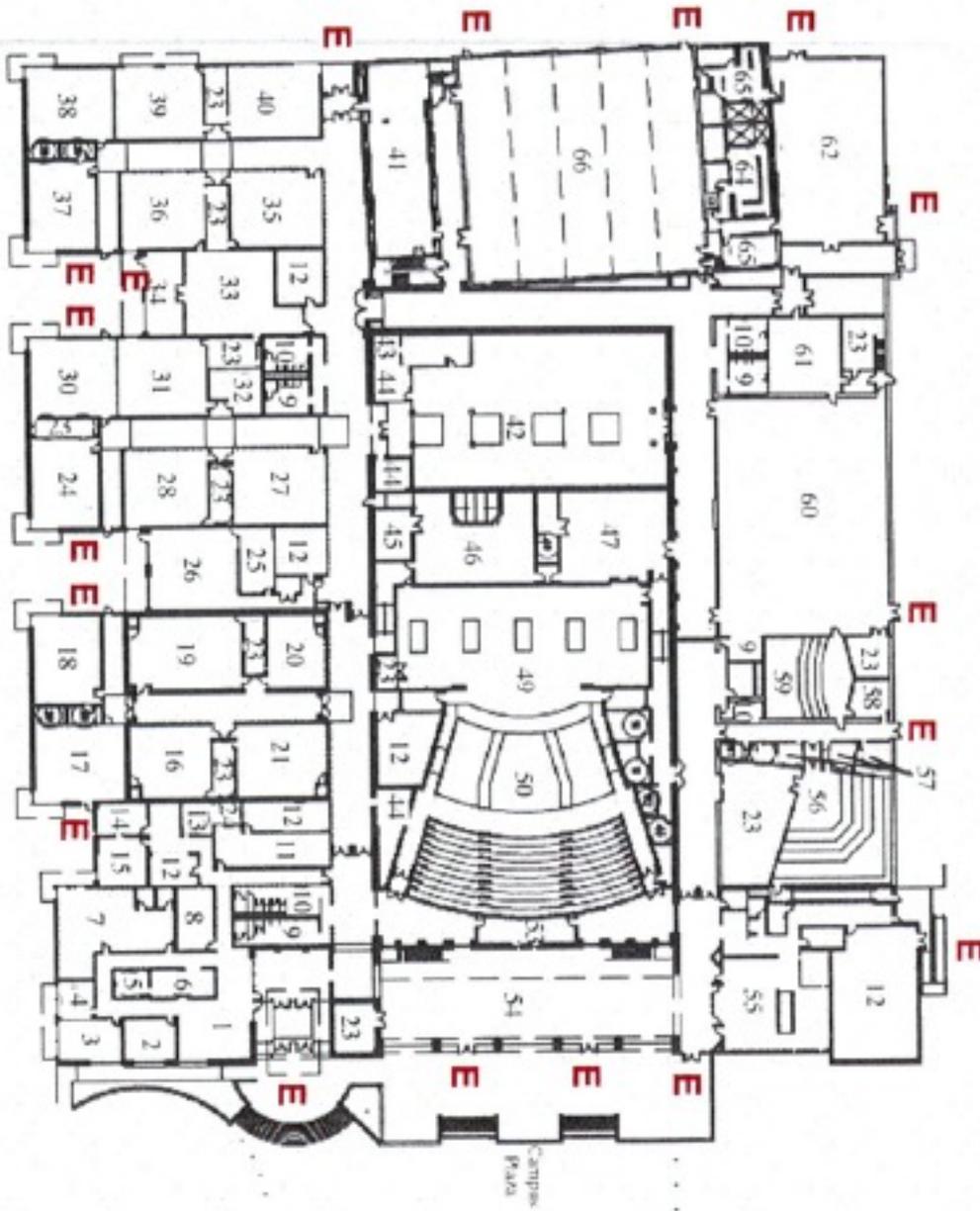
Work Station: _____

Date: _____

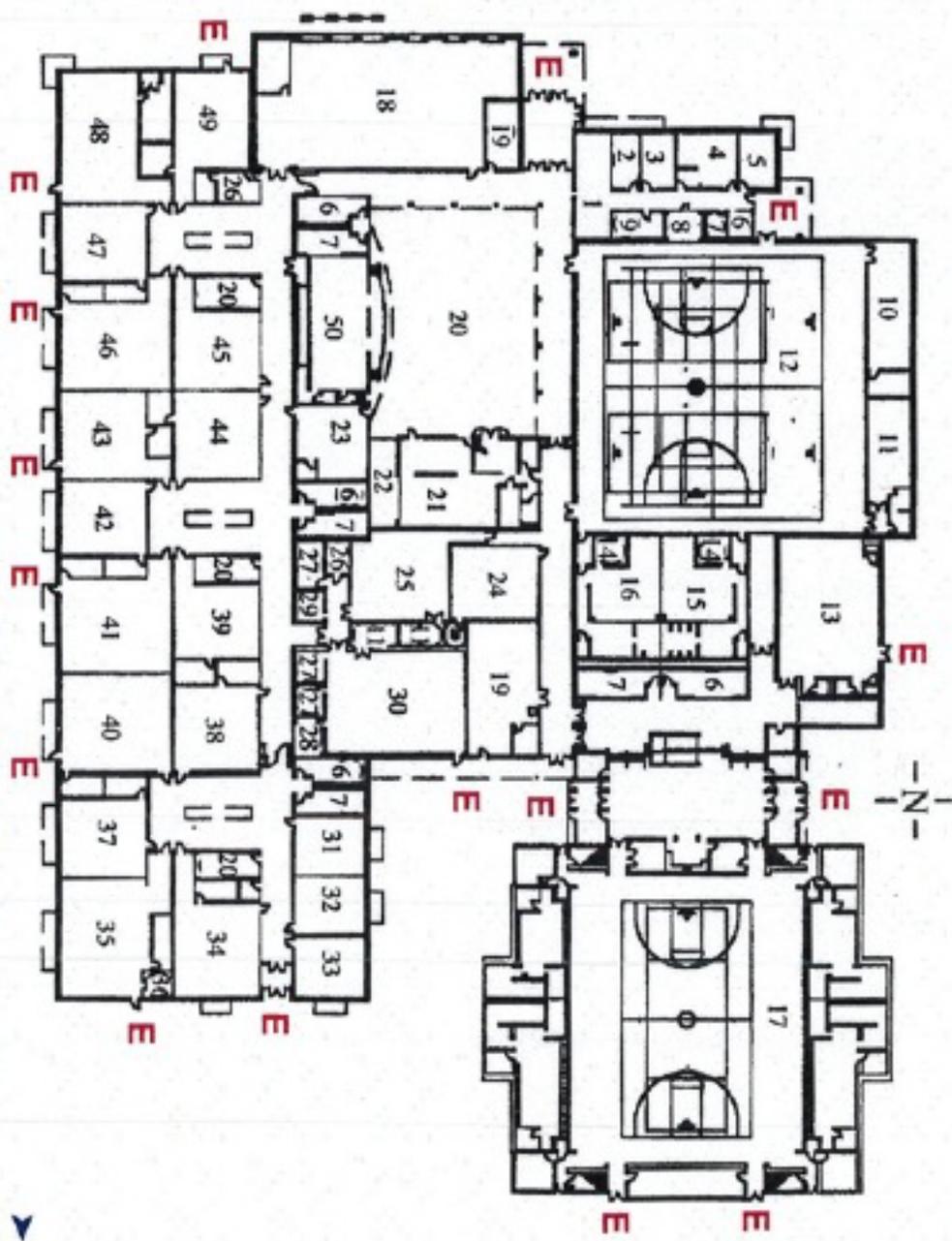
FIRE/TORNADO DRILL MAP: CHAPMAN ELEMENTARY



FIRE/TORNADO DRILL MAP: CHAPMAN HIGH SCHOOL



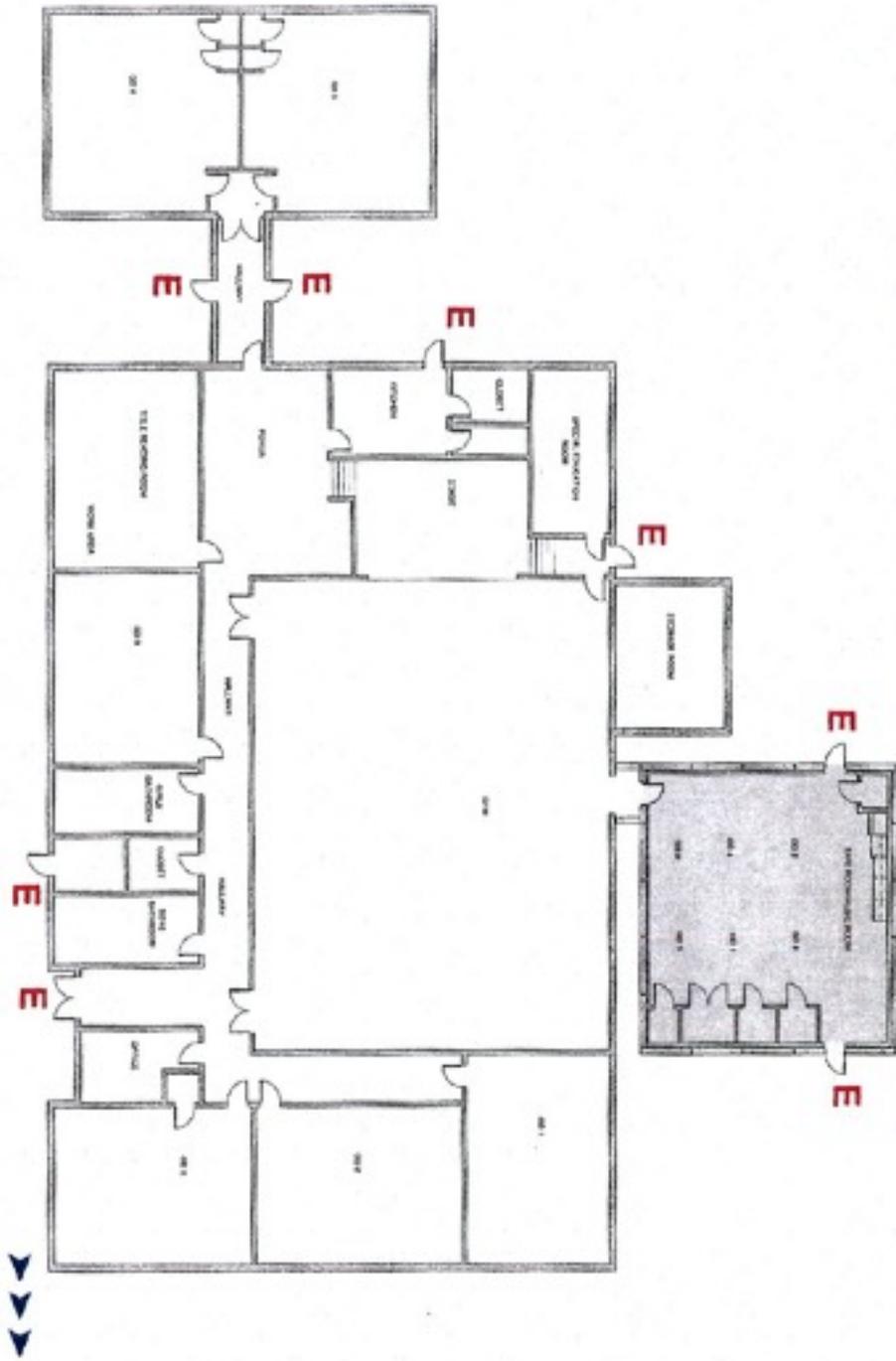
FIRE/TORNADO DRILL MAP: CHAPMAN MIDDLE SCHOOL



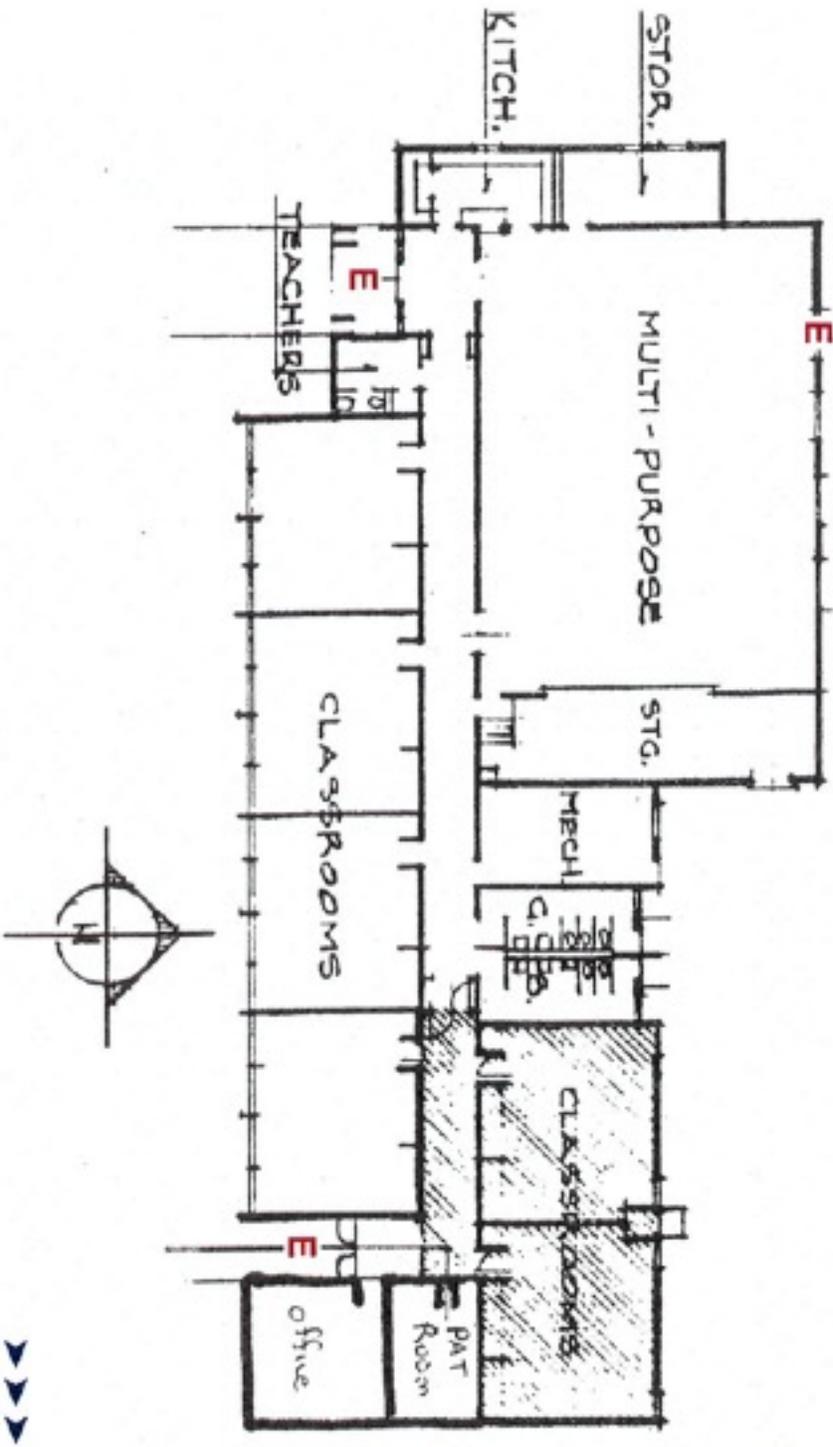
FIRE/TORNADO DRILL MAPS: CHAPMAN MIDDLE SCHOOL & HIGH SCHOOL



FIRE/TORNADO DRILL MAP: BLUE RIDGE ELEMENTARY



FIRE/TORNADO DRILL MAP: RURAL CENTER ELEMENTARY



Purpose: The Jason Flatt Act requires schools to provide annual suicide prevention training to all educators. To comply, the school schedules and conducts yearly training sessions that educate staff on recognizing warning signs of suicide, how to respond appropriately, and how to connect students with mental health resources. This helps create a safer and more supportive environment for students struggling with mental health issues.

KSA 72- 6284 Jason Flatt Act

(a) This section shall be known and may be cited as the Jason Flatt act.

(b) The board of education of each school district shall provide suicide awareness and prevention programming to all school staff and shall notify the parents or legal guardians of students enrolled in such school district that the training materials provided under such programming are available to such parents or legal guardians. Such programming shall include, at a minimum:

(1) At least one hour of training each calendar year based on programs approved by the state board of education. Such training may be satisfied through independent self-review of suicide prevention training materials; and

(2) a building crisis plan developed for each school building. Such plan shall include:

(A) Steps for recognizing suicide ideation;

(B) appropriate methods of interventions; and

(C) a crisis recovery plan.

(c) No cause of action may be brought for any loss or damage caused by any act or omission resulting from the implementation of the provisions of this section, or resulting from any training, or lack of training, required by this section. Nothing in this section shall be construed to impose any specific duty of care.

(d) On or before January 1, 2017, the state board of education shall adopt rules and regulations necessary to implement the provisions of this section.

SCHOOL MENTAL HEALTH TEAM CONTACT INFORMATION

Chapman Elementary School

Principal	Ashley Sterns	785-922-7171	asterns@usd473.net
Counselor	Katherine Wieters	785-922-7171	kwieters@usd473.net

Blue Ridge

Principal	Afton Diehl	785-589-2226	adiehl@usd473.net
Counselor	Dawn Sholtz	785-589-2226	dsholtz@usd473.net

Enterprise

Principal	Laurie Rutherford	785-263-8248	lrutherford@usd473.net
Counselor	Dawn Sholtz	785-263-8248	dsholtz@usd473.net

Rural Center

Principal	Kara Wilkens	785-479-2213	kwilkens@usd473.net
Counselor	Dawn Sholtz	785-479-2213	dsholtz@usd473.net

Chapman Middle School

Principal	Mary Wright	785-922-6555	mwright@usd473.net
Counselor	Allison Chestnut	785-922-6555	achestnut@usd473.net

Chapman High School

Principal	Kate Thornton	785-922-6561	kthornton@usd473.net
Assistant Principal	Clint Merritt	785-922-6561	cmerritt@usd473.net
Counselor	Jamey Dalke	785-922-6561	jdalke@usd473.net

District Staff

School Nurse	Tara Tiernan	785-922-6561	ttiernan@usd473.net
School Nurse	Amanda Zook	785-922-7171	azook@usd473.net
School Psychologist	Sara Merritt	785-309-5100	smerritt@usd473.net
School Psychologist	Ginger Garcia	785-309-5100	
School Psychologist	Alicia Morgan	785-309-5100	
Superintendent	Kevin Suther	785-922-6521	ksuther@usd473.net

STAFF EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES
School District	<input type="checkbox"/> Suicide Awareness and Prevention. (1 hour)	Every year, it must be completed by September of that school year	HR Director, Andrea Koster.	All administrators and staff.
Administration	<input type="checkbox"/> District suicide awareness and prevention policies.	Prior to the start of the school year during professional development.	SMHT Coordinator or building-level principal	All building-level staff members
School Mental Health Team (SMHT)	<input type="checkbox"/> Risk and protective factors for youth suicide.	All year.	SMHT member	All building-level staff members

STUDENT EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES
School Mental Health Team (SMHT)	<input type="checkbox"/> Available mental health supports within the schools.	All year	SMHT member	All grades

All Staff	<input type="checkbox"/> Character Strong Curriculum	All year	SMHT member	All grades *Adjust content appropriately by grade-level.
Elementary Counselors	<input type="checkbox"/> Zones of Regulation	All year	SMHT member	Pre-K-5 *Adjust content appropriately by grade-level.
Administrators, Counselors	<input type="checkbox"/> Central Kansas Mental Health Center Case Management & Therapy services	All year	Nicole Barnes - Mental Health Liaison	All grades.
Deputy Depew - LEAD Instructor, Dickinson County Sheriff's Office	<input type="checkbox"/> LEAD Program	Fall	Administration	Second grade, Fifth grade.

CAREGIVER EDUCATION

RESPONSIBLE PARTY	TRAINING	TIMELINE	CONTACT INFORMATION	ATTENDEES
Administration	<input type="checkbox"/> Notify parent/guardian of materials and resources available to them.	Beginning of the school year	SMHT member	All caregivers.

SCHOOL MENTAL HEALTH TEAM (SMHT) IDENTIFICATION TOOL

ROLE	RESPONSIBILITIES	PERSONNEL	CONTACT INFORMATION (PHONE & EMAIL)
School Mental Health Professionals	<input type="checkbox"/> Coordinates annual training for the SMHT, school faculty, and staff members. <input type="checkbox"/> Coordinates team member assignments. <input type="checkbox"/> Coordinates prevention education and resources for school staff members, students, and families. <input type="checkbox"/> Acts as the liaison between the school, family members, and community members.	Administrators and Counselors.	See list above for contact information for all SMHP.
School Mental Health Professionals	<input type="checkbox"/> Conducts student interviews to identify potential suicide risk using a suicide screening tool. <input type="checkbox"/> Provides a safe and comfortable environment for students and families. <input type="checkbox"/> Connects students and families to community resources when appropriate. <input type="checkbox"/> Documents actions.	Administrators and Counselors.	See list above for contact information for all SMHP.

PREVENTIONS

[Risk Factors](#)

INTERVENTIONS

[Suicide Screening & Response Tool](#)

[Student Suicide Intervention Documentation Form](#)

REINTEGRATION

[Student Support Plan](#)

[Reintegration Checklist](#)

CRISIS RECOVERY PLAN

1. Immediate Response & Assessment

- Ensure safety of students, staff, and visitors.
- Provide immediate medical and mental health assistance.
- Secure the affected area.
- Conduct an initial assessment situation.

2. Communication Plan

- Notify families, staff, and the community with accurate information.
- Designate a spokesperson to handle media/public inquiries.
- Use multiple channels (email, text, social media, phone calls) to provide updates.
- Maintain transparency while protecting privacy.

3. Mental Health Support

- Designate locations for mental health professionals.
- Offer group and individual counseling sessions.
- Create a safe space for students and staff to express concerns and grief.

4. Restoration of School Operations

- Clean and repair physical facilities if necessary.
- Arrange temporary classrooms or alternative learning sites if necessary.
- Adjust academic schedules as needed.
- Coordinate with local authorities and community partners for resources and support.

5. Review Policies and Procedures

- Analyze what worked and what didn't during the crisis.
- Update emergency response and recovery plans.
- Conduct training and drills based on lessons learned.
- Develop strategies to prevent or mitigate future crises.
- Partner with local organizations for additional support.

The district will activate its School Wide Crisis Plan.

SCHOOL AND COMMUNITY RESOURCES

****Training Videos and Materials are available at the following Greenbush website for staff and parents/guardians:** <https://www.greenbush.org/educator-professional-development/school-improvement-services/annual-required-trainings/>

[Central Kansas Mental Health Center](#)

809 Elmhurst Blvd, Salina, KS 67401
(785) 823-6322

[Konza Prairie Community Health Center](#)

111 E 5th St, Chapman, KS 67431
(785) 238-4711

Chapman Police Department

Available 24/7, free and confidential
446 N Marshall St, Chapman, KS 6743
(785) 922-6211

Dickson County Sheriff's Department

Available 24/7, free and confidential
109 E 1st St, Abilene, KS 67410
(785) 263-4081

988 Suicide & Crisis Lifeline

Available 24/7, free and confidential
Call or text the number 9-8-8

Crisis Text Line

Text KANSAS to 741-741

[Dickinson County Wide Resources](#)

[Memorial Health System](#)

511 NE 10th St, Abilene, KS 67410
(785) 263-2100

[Stormont Vail Health - Flint Hills Campus](#)

1102 St Mary's Rd, Junction City, KS 66441
(785) 238-4131

[Pawnee Mental Health Services](#)

814 Caroline Ave, Junction City, KS 66441
(785) 762-5250

MANDTORY REPORTING

ANNUAL TRAINING

All USD 473 staff are required to complete a self-reviewed Mandatory Reporting training video provided by Greenbush at: <https://www.greenbush.org/educator-professional-development/school-improvement-services/annual-required-trainings/>

DEFINITIONS OF RISK, DANGER, AND SAFETY

Danger

Definition: A present threat of immediate and serious harm to a child.

Focus: Current conditions and immediate threats to a child's safety.

Response: Often requires immediate intervention and a safety plan to protect the child from the danger.

Risk

Definition: The probability or likelihood of future maltreatment or harm occurring.

Focus: Potential for harm based on individual and family conditions and functioning.

Response: May involve a case plan to address the factors contributing to future harm.

Safety

Definition: The absence of any threat of danger, or the capacity of caregivers to manage any identified threat.

Focus: The current protective state of the child.

Response: A child is considered unsafe when there are identified threats of danger and insufficient caregiver capacity to manage them.

DEFINITIONS OF ABUSE, NEGLECT, AND POVERTY

Child abuse and neglect is when a child has been harmed as a result of physical, mental or emotional abuse or neglect, or sexual abuse.

Physical Abuse: Infliction of physical harm or the causation of a child deterioration, and may include, but shall not be limited to, maltreatment or exploiting a child to the extent the child's health is endangered (Kansas Statutes Annotated [K.S.A.] 38-2202)

Sexual Abuse: Any contact or interaction with a child in which the child is being used for the sexual stimulation of the perpetrator, the child or another person. Sexual abuse shall include, but is not limited to, allowing, permitting or encouraging a child to be:

- Photographed, filmed or depicted in obscene or pornographic material; or
- Subjected to aggravated human trafficking, as defined in K.S.A. 2019 Supp. 21-5426(b), and amendments thereto, if committed in whole or in part for the purpose of the sexual gratification of the offender or another, or be subjected to an act which would constitute conduct proscribed by article 55 of chapter 21 of the Kansas Statutes Annotated or K.S.A. 2019 Supp. 21- 6419 or 21-6422, and amendments thereto. (K.S.A. 38-2202)
- Contact solely between children shall meet the criteria only if the contact also involves force, intimidation, difference in maturity, or coercion. KAR 30-46-10.

Emotional Abuse: Infliction of mental or emotional harm or the causing of a deterioration of a child, and may include, but shall not be limited to, maltreatment or exploiting a child to the extent the child's health or emotional wellbeing is endangered. This term may include any act, behavior or omission that impairs or endangers a child's social or intellectual functioning. This term may include the following:

- Terrorizing a child, by creating a climate of fear or engaging in violent or threatening behavior toward the child or toward others in the child's presence that demonstrates a flagrant disregard for the child;
- Emotionally abandoning a child, by being psychologically unavailable to the child, demonstrating no attachment to the child or failing to provide adequate nurturance of the child; and
- Corrupting a child, by teaching or rewarding the child for unlawful, antisocial or sexually-mature behaviors.

Physical Neglect: Acts or omissions by a parent, guardian, or person responsible for the care of a child resulting in harm to a child, or presenting a likelihood of harm, and the acts or omissions are not due solely to the lack of financial means of the child's parents or other custodian. This term may include but shall not be limited to: failure to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child. (K.S.A. 38-2202)

Poverty is not a direct cause of child abuse, but a significant risk factor that increases stress and hardship for families, making it more challenging for parents to provide for their children's basic needs. In this context, poverty refers to the lack of financial and material resources, which can lead to circumstances like inadequate housing, food insecurity, and limited access to essential services, thereby increasing the likelihood of both neglect and physical abuse. However, it is crucial to distinguish between the inability to provide due to poverty and the unwillingness to provide, as the former does not equate to abuse or neglect on its own.

HOW & WHEN TO REPORT

You should report immediately if you:

- Suspect or witness signs of child abuse (physical, emotional, or sexual).
- Observe neglect, such as a child lacking food, proper clothing, supervision, or medical care.
- Notice extreme poverty that puts a child's health, safety, or well-being at risk (e.g., no shelter, chronic hunger, unsafe living conditions).

You don't need proof — only reasonable suspicion is required to make a report.

OR

You must make a report as soon as you have reasonable suspicion that a child is being harmed, is at risk of harm, or is living in unsafe conditions. You are not responsible for investigating — only for reporting concerns.

Report immediately if you observe or suspect any of the following:

Physical Abuse

- Unexplained bruises, burns, cuts, or welts.
- Injuries inconsistent with the explanation given.
Fear of going home or flinching when approached.
- Frequent "accidents" or vague injuries.
- Wearing inappropriate clothing to cover injuries (e.g., long sleeves in hot weather).

Emotional Abuse

- Extreme behavior (aggressive, withdrawn, fearful, anxious).
- Constant criticism, belittling, or rejection by a caregiver.
- Developmental delays or low self-esteem not explained by other conditions.
- Frequent absences or sudden drop in school performance.
- Desperately seeking adult approval or affection.

Sexual Abuse

- Age-inappropriate sexual knowledge or behavior.
- Sudden fear of certain people or places.
- Difficulty walking or sitting.
- Pregnancy or sexually transmitted infections, especially under age 14.

- Drawing or writing about sexual acts.
- Disclosure by the child (believe the child and report).

Neglect

- Chronic hunger, stealing or hoarding food.
- Poor hygiene, untreated medical or dental issues.
- Inadequate clothing for the weather.
- Frequent absences or being left alone for long periods.
- Fatigue or falling asleep in class regularly.
- Unsafe or unsanitary home conditions (if known).

Extreme Poverty Leading to Harm

- No access to food, shelter, or basic medical care.
- Living in unsafe environments (e.g., abandoned buildings, no electricity in winter).
- Family unable or unwilling to provide basic needs.

While poverty alone is not abuse, you must report if poverty places the child’s safety or health at risk.

1ST HAND PERSON REPORTING

Reports can be made to the Kansas Protection Report Center (KPRC):
Telephone: 1-800-922-5330

Mail: 500 S.W. Van Buren St., Topeka, KS 66603

On-Line Web Intake: Mandated reporters may access the online report by visiting the DCF website at <http://www.dcf.ks.gov>

- Select “Report Abuse” under the list of “Quick Links” right of screen.
- On the Report Abuse page, click on the link “Mandatory Reporters Online Report Form.”
- You must select if the report is a Child or Adult report
-

INFORMATION NEEDED WHEN REPORTING

Child(ren)s information (alleged victim or child(ren) who was harmed)

- Name, date of birth or estimated age and address
- Current location the child can be located

Caregiver (parent or other)

- Name, address and phone number

Alleged perpetrator or person causing harm

- Name, address and phone number
- Relationship to the child
- Current access to the child

Siblings

- Names, date of birth (estimated age) and address

When reporting an incident, try and answer the questions below to the best of your knowledge.

WHO

Who is the victim of abuse?

Who was the person that caused harm or injury to the child(ren)?

Who else has knowledge of what occurred?

Who can protect the child(ren)?

Who all lives in the home with the child(ren)?

WHAT

What did the victim say happened (provide details and exact statements)?

What were the circumstances surrounding the incident?

What have you observed regarding the concerns?

What does the injury look like, if injury is present?

What does the child say about returning home?

What is the child's functioning level?

What has your interaction been with caregiver?

What did the caregiver say happened?

WHEN

When did the incident happen (date)?

When will the child have contact with the alleged perpetrator?

When was law enforcement contacted, if an emergency existed?

WHERE

Where does the child have an injury?

Where did the incident happened i.e. physical location

Where can the child currently be located (what time school gets out, after school plans, etc)?

KANSAS LAW - MANDATED REPORTERS

Kansas Reporting Laws: Mandated reporters are required to report child abuse or neglect under the Kansas reporting law (K.S.A. 38-2223) as follows: (a) Persons making reports. (1) When any of the following persons has reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the

matter promptly as provided in subsections (b) and (c); (A) The following persons providing medical care or treatment: Persons licensed to practice the healing arts, dentistry and optometry, persons engaged in postgraduate training programs approved by the state board of healing arts, license

(B) the following persons licensed by the state to provide mental health services: Licensed psychologists, licensed masters level psychologists, licensed clinical psychotherapists, licensed social workers, licensed marriage and family therapists, licensed clinical marriage and family therapists, licensed behavioral analysts, licensed assistant behavioral analysts, licensed professional counselors, licensed clinical professional counselors and registered alcohol and drug abuse counselors; (C) teachers, school administrators or other employees of an educational institution which the child is attending and persons licensed by the secretary of health and environment to provide child care services or the employees of persons so licensed at the place where the child care services are being provided to the child; (D) firefighters, emergency medical services personnel, law enforcement officers, juvenile intake and assessment workers, court services officers, community corrections officers, case managers appointed under K.S.A. 2018 Supp. 23-3508, and amendments thereto, and mediators appointed under K.S.A. 2018 Supp. 23-3502, and amendments thereto; and 12 (E) any person employed by or who works as a volunteer for any organization, whether for profit or not-for-profit, that provides social services to pregnant teenagers, including, but not limited to, counseling, adoption services and pregnancy education and maintenance. (2) In addition to the reports required under subsection (a)(1), any person who has reason to suspect that a child may be a child in need of care may report the matter as provided in subsection (b) and (c).

(b) Form of report. (1) The report may be made orally and shall be followed by a written report if requested. Every report shall contain, if known: The names and addresses of the child and the child's parents or other persons responsible for the child's care; the location of the child if not at the child's residence; the child's gender, race and age; the reasons why the reporter suspects the child may be a child in need of care; if abuse or neglect or sexual abuse is suspected, the nature and extent of the harm Or likelihood of harm to the child, including any evidence of previous harm; and any other information that the reporter believes might be helpful in establishing the cause of the harm and the identity of the persons responsible for the harm. (2) When reporting a suspicion that a child may be in need of care, the reporter shall disclose protected health information freely and cooperate fully with the secretary and law enforcement throughout the investigation and any subsequent legal process. (c) To whom made. Reports made pursuant to this section shall be made to the secretary, except as follows: (1) When the Kansas department for children and families is not open for business, reports shall be made to the appropriate law enforcement agency. On the next day that the department is open for business, the law enforcement agency shall report to the department any report received and any investigation initiated pursuant to K.S.A. 2018 Supp. 38-2226, and amendments thereto. The reports may be made orally or, on request of the secretary, in writing. (2) Reports of child abuse or neglect occurring in an institution operated by the Kansas department of corrections shall be made to the attorney general or the secretary of corrections. Reports of child abuse or neglect occurring in an institution operated by the Kansas

department for aging and disability services shall be made to the appropriate law enforcement agency. All other reports of child abuse or neglect by persons employed by the Kansas department for aging and disability services or the Kansas department for children and families, or of children of persons employed by either department, shall be made to the appropriate law enforcement agency.

(d) Death of child. Any person who is required by this section to report a suspicion that a child is in need of care and who knows of information relating to the death of a child shall immediately notify the coroner as provided by K.S.A. 22a-242, and amendments thereto. (e) Violations. (1)

Willful and knowing failure to make a report required by this section is a class B misdemeanor. It is not a defense that another mandatory reporter made a report. (2)

Intentionally preventing or interfering with the making of a report required by this section is a class B misdemeanor. 13 (3) Any person who willfully and knowingly makes a false report pursuant to this section or makes a report that such person knows lacks factual foundation is guilty of a class B misdemeanor. (f) Immunity from liability. Anyone who, without malice,

participates in the making of a report to the secretary or a law enforcement agency relating to a suspicion a child may be a child in need of care or who participates in any activity or investigation relating to the report or who participates in any judicial proceeding resulting from the rep

FAILURE TO REPORT

Per Kansas law, willful and knowing failure to make a report is a class B misdemeanor. This can potentially lead to a \$1,000 fine and/or up to 6 months in jail.

FREQUENTLY ASKED QUESTIONS: After Report is Made

Q: Will the identity of the reporter be disclosed once a report is made?

A: Kansas law provides the identity of the reporter may not be disclosed to the child's parents, persons having legal responsibility for the child or to such persons' legal representatives. The protection is not absolute, however. If a case is heard in court or if a DCF finding is appealed and heard in a DCF administrative hearing, there is a possibility the identity of a reporter will be discovered.

Q: What can a reporter know about a case once a report is made?

A: Federal and State laws protect the confidentiality of children and families by prohibiting DCF from disclosing additional details. DCF is unable to release further information to you without a written release of information. DCF may inform the reporter the agency's decision to either accept the report for investigation or to not assign for further assessment.

Q: If an agency receives a court order to disclose confidential information about an individual under investigation, what procedure should be followed?

A: Under Kansas law, a multidisciplinary team, DCF or law enforcement agency may request disclosure of documents, reports or information by applying to a court for an order to release information. If a subpoena or order is received for a person and/or his/her records, the person will be given an opportunity to notify the court of any objection. A judge will then make a final decision as to what information to disclose.

For frequently asked questions in regard to the Investigation Process and Child Protective Custody please refer to the “Guide To Reporting” linked under the Resources section.

RESOURCES

[Guide To Reporting](#)

[Poverty vs Neglect](#)

[Child Welfare Resources](#)

[Kansas DCF Abuse/Neglect Reporting Link](#)