

Critical Emergency Information for the Bellevue Community School District

All Staff Members

Updated: July 2022



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Critical Emergency Information for the

Bellevue Community School District

All staff will have a copy of this located in their room in an easy-to-access location. The offices will have this information near their phone in case a threat or information is relayed by phone.

Law Enforcement and Emergency Services: All Law Enforcement will identify themselves to staff during any type of Emergency Situation or Procedure through the use of department identification badges with photos.

Safe Room Occupancy will consist of 1-2 school personnel (Head of Maintenance and Superintendent in most cases) and Emergency Personnel (to be determined by the officers on the scene).

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This plan was established using guidelines from the Iowa School Safety Guide.

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Intruder

An intruder may not be a threat, but all need to be treated the same initially. Early intervention may reduce or eliminate the escalation of the incident. There is always the potential that an intruder may possess a weapon or become violent.

When interacting with a stranger at school, use the “I CAN” rule.

- *Intercept*
- *Contact*
- *Ask*
- *Notify*

In the event an unauthorized person enters school property (intruder):

- **Staff**
 - Politely greet the subject and identify yourself
 - Consider asking another staff person to accompany you before approaching the subject
 - Inform the subject that all visitors must register at the reception area
 - Ask the subject the purpose of his or her visit
 - If possible, attempt to identify the individual and vehicle\
 - Escort the subject to the reception area
 - If the subject refuses or his or her purpose is not legitimate, notify the building administration that there may be an intruder in the school building
 - Attempt to maintain visual contact with the intruder until assistance arrives
 - If possible keep students away from the intruder
 - Take note of the subject name, clothing, and other descriptors
 - Observe the actions of the intruder (e.g. where he or she is located in the school building, whether he or she is carrying a weapon or package)
 - Back away from the subject if he or she indicates a potential for violence
 - Allow an avenue of escape for both the intruder and yourself\
- **Building Principal**
 - Notify the Superintendent
 - Respond to call for assistance from staff
 - Advise the subject they are trespassing and need to leave the school or law enforcement will be notified
 - If the subject refuses or his or her purpose is not legitimate, Consider initiating Lockdown procedures
 - Call 911 and notify law enforcement
 - Advise law enforcement of the intruder’s location and provide a full description
 - Attempt to keep the subject in full view until law enforcement arrives while maintaining a safe distance
 - Provide all staff with a full description of the intruder
 - Document all actions that were taken by the staff

General Threat

A threat is the expression of intent to harm one's self, another person or property, or the presence of a weapon in a person's possession. A threat can be spoken, written, or symbolic (e.g. a gesture). A threat can be direct, indirect, veiled, or conditional. A threat may be a crime. All threats must be taken seriously and evaluated to address imminent danger and determine the course of action.

In the event of IMMEDIATE danger:

- **Staff**
 - Take immediate action to secure or isolate the individual making the threat
 - Prevent access to potential weapons
 - Prevent access to the individual's backpack, purse, locker, cell phone or other personal property that may contain a weapon
 - Take immediate action to move others from harm's way (in the immediate vicinity of the incident)
 - Notify building administration

- **Building Principal**
 - Initiate Lockdown with Intruder procedures
 - CALL 911
 - Notify Superintendent
 - Document the incident

If the threat is identified but there is no immediate risk:

- **Staff**
 - Notify Principal
 - Maintain confidentiality

- **Building Principal**
 - Convene the appropriate staff to evaluate the threat
 - Notify law enforcement
 - Notify Superintendent
 - Conduct a search of the school and personal property, if needed
 - Interview the individual posing a threat
 - Develop an action plan
 - Contact parents or legal guardians
 - Inform them of the situation, any concerns, and course of action
 - Obtain permission to exchange information between agencies
 - Document any referrals, actions taken, and decisions made
 - Implement Recovery procedures

Bomb Threat

ALL bomb threats must be taken seriously until they are assessed. Schools are primarily responsible for assessing the threat. The decision to evacuate rests with the school, not emergency responders, **UNLESS** a device is located.

Upon receiving a bomb threat:

- **Building Principal or Superintendent**
 - Call 911 to notify law enforcement
 - Notify all administration and buildings in the district
 - Assess the threat by using the Threat Incident Report Form (page 19)
 - Consult with emergency responders
 - Determine the credibility of the threat
 - Document all actions that were taken by staff

 - **Staff:**
 - Notify Principal
 - Preserve evidence for law enforcement
 - If written threat, place a note in a paper envelope to preserve fingerprints
 - If the threat is written on a wall, photograph
 - If phoned threat, document all relevant information
 - Complete Threat Incident Report Form (page 19)
- Follow Evacuation Procedures as outlined in the “Evacuation” section**

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Hostage Situation

If the hostage-taker is unaware of your presence, ***Do Not Attract Attention!***

In the event of a hostage situation and you are taken hostage:

- Cooperate with the hostage-taker to the fullest extent possible
- STAY CALM, try not to panic; calm students if they are present
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

If you witness a hostage situation:

- **Staff**
 - Do not put yourself in harm's way
 - Notify Principal
 - Keep all students in their classrooms until further notice
 - Wait for further instructions
- **Building Administration**
 - Initiate Lockdown with Intruder procedures
 - Call 911 and notify emergency responders
 - Notify the Superintendent
 - If known, provide a description of the following:
 - Identity and description of the individual
 - Description and location of the incident
 - Number of hostages
 - Number of injuries
 - Seal off area near hostage scene
 - Students should be moved from exposed areas or classrooms to safer areas of the building
 - As soon as possible, and only if it can be accomplished safely, assign a staff member to stand outside warning visitors of the danger, until law enforcement arrives
 - When law enforcement arrives, they will take control of the situation
 - Continue to coordinate with law enforcement for the safety and welfare of students and staff
 - Document all actions taken

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Severe Weather

In general, tornado or severe weather shelter areas are interior hallways, interior restrooms or rooms away from exterior walls and windows, and large rooms with long-span ceilings in permanent structures. Building diagrams are posted in each classroom highlighting routes to safe areas.

Watches: Indicate conditions are right for development of a weather hazard. Watches provide advance notice.

Warnings: Indicate a hazard is imminent or the probability of occurrence is extremely high.

If a tornado or severe thunderstorm WATCH includes all or part of the district area:

- **Superintendent**
 - Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
 - Notify impacted schools, buildings and programs in the district

- **Principal**
 - Monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio
 - Notify head custodial staff of potential utility failure
 - Consider moving all persons inside building(s)
 - Consider closing windows, if it is safe to do so
 - Review severe weather sheltering procedures and location of shelter areas

If a tornado or severe thunderstorm WARNING has been issued or a tornado has been spotted near the school:

- **Superintendent**
 - Notify impacted buildings and programs in the school district
 - Continue to monitor National Weather Service (NOAA) weather radio, all-hazard or emergency alert radio or television stations
 - Provide any updated information to schools

- **Principal**
 - Initiate Severe Weather Shelter Area procedures
 - Move students and staff out of outside classrooms and into a permanent building

- **Staff**
 - Initiate Severe Weather Shelter Area procedures
 - Close classroom doors
 - Take class roster on paper/Have available on the student management system on computer, phone or other electronic device
 - Take attendance and report any missing, extra or injured students to building administration
 - Remain in shelter area until an “all clear” signal is issued
 - In the event of building damage, evacuate students to safer areas
 - If evacuation does occur, do not re-enter the building until an “all clear” signal is issued by the incident commander

- Remind students to sit in the “duck & tuck” position while in the shelter area

Shelter Areas:

- **Bellevue MS/HS**

- Grades 6-12: MS Girl’s Locker Room and MS Boy’s Locker Room, Coaches Office, Laundry Room, Equipment Room (in this order as rooms fill up)

- **Bellevue Elementary**

- Grades PK-5: Interior rooms in the building (bathrooms, locker rooms, and other areas TBD)

- **During Athletic Events**

- Outside Events:

- All are invited to come to the school. Will be sent to the Multipurpose Gym (West Gym) through the Athletic Entrance. Will go to Bellevue MS Locker Rooms (Girls & Boys) if needed (Storm Warning) and can stay in the gym if there is not a warning but only lightning, heavy rain, and similar situations.

- Inside Events:

- Main Gym: West Side Spectators - All are to go to the Bellevue MS Locker Rooms (Girls & Boys), Coaches Office, Laundry Room, Equipment Room (in this order as rooms fill up)
- Main Gym: East Side Spectators – All are to go to the Family and Consumer Science Room and the Life Connections Counseling Room.
- West Gym - All are to go to the Bellevue MS Locker Rooms (Girls & Boys), Coaches Office, Laundry Room, and Equipment Room (in this order as rooms fill up); If more rooms are needed, spectators can go to the Family and Consumer Science Room and the Life Connections Counseling Room.

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Lockdown Procedures

Lockdown with Warning occurs when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance).

Lockdown with Warning Procedures

- **Principal/Superintendent**

- Announce the “**Lockdown with Warning**” Statement on the school PA system:
- Repeat announcement several times

“A situation has occurred in the area and the Bellevue Schools is going to “Lockdown” all classrooms and the building at this time for your safety. There is no threat in this building at this time. Once again, there is no threat in the building or campus area at this time.” If needed and enough information is known a statement about the situation can be announced.

- Repeat announcement several times
- Be direct. DO NOT USE CODES
- Lock exterior doors (Use “Red Card” in each building’s main office – This automatically locks all doors); The main doors to each building will need to be locked manually as the push bars are in the open position
- Students in the hallway, restroom or other locations not inside a classroom with a teacher should report to the office.
- Direct any movement by announcement only
- Announce an “all clear” signal when the threat has ceased
- During a “Lockdown with Warning,” no one will be allowed to enter, except emergency personnel or special exceptions granted by the administration.

Lockdown with Intruder occurs when there is a threat or intruder inside the building. *While the following statement for “Lockdown with Intruder” may be read, staff and students may also be directed to leave the classroom and the building immediately if the intruder is in another part of the building and it is viewed as safe for the groups to go to their evacuation points or other areas. In addition, staff members must also recognize that situations are hard to predict with 100% accuracy and decisions may need to be made by them as to when, where, and how to evacuate. But, the emergency personnel and others in the “Safe Room” or other areas will be working to assist with this process as much as possible.*

Lockdown with Intruder Procedures:

- **Principal/Superintendent**

- Announce “**Lockdown with Intruder**” Statement on the school PA system:
- Repeat announcement several times

“An intruder is in the building, please shut and lock doors unless you are told differently by Administration or Emergency Personnel”

- Repeat announcement several times

- Repeat announcement several times; Be direct. DO NOT USE CODES
- Call 911 and notify law enforcement
- Direct all students, staff, and visitors to the nearest classroom or secured space, or to leave the building if in areas where it is safe and appropriate to leave at the time. Emergency personnel will attempt to evacuate people initially if it is safe, but it will depend on the situation. Staff must use some judgment of their own in situations and evacuate accordingly.
- Classes outside the building SHOULD NOT enter the building
- Move outside classes to the primary evacuation site
- DO NOT lock exterior doors
- Announce an “all clear” signal when the threat has ceased as authorized by law enforcement
- Students in the hallway, restroom or other locations not inside a classroom with a teacher should report to the office.
- During a “Lockdown with Intruder,” no one will be allowed to enter, except emergency personnel or special exceptions granted by the administration.

Locking Down Room Procedures:

- Teachers shut the door to their room and lock it when instructed to enter into lockdown (The statement “An intruder is in the building, please shut and lock doors unless you are told differently by Administration or Emergency Personnel”)
- Teachers and students should place desks and other items in front of the door(s) leading into the room.
- Teachers and students are to stay in the room unless they are told to exit the room by the Administration or Emergency Personnel.
- If teachers and students are told to exit the room, they should exit quickly to the nearest exit door (or where they are told to exit). When out of the building they should go to the Evacuation Areas (Lutheran Church, Senior Center, or Rockwell Collins)

Lockdown Prior to School Starting

- Staff gathers all students in the hallways into their classrooms or other rooms
- Staff members gather students and report attendance
- Administration and custodial staff check the hallways and exterior of the building
- Administration posts an individual at the drop-off locations for parents and buses alerting parents and kids (if safe to be outside)
- The staff takes attendance of students in their room
- At all clear, students report to their homeroom or first class to gain attendance
- ***Staff and students may also be directed to leave the classroom and the building immediately if the intruder is in another part of the building and it is viewed as safe for the groups to go to their evacuation points or other areas. In addition, staff members must also recognize that situations are hard to predict with 100% accuracy and decisions may need to be made by them as to when, where, and how to evacuate. But, the emergency personnel and others in the “Safe Room” or other areas will be working to assist with this process as much as possible.***

Lockdown During Passing Periods

- Staff gathers all students in the hallways into their classrooms or other rooms
- Admin and custodial staff check the hallways and exterior of the building
- The staff takes attendance of students in their room
- At all clear, students report to homeroom or next class to gain 100% attendance
- ***Staff and students may also be directed to leave the classroom and the building immediately if the intruder is in another part of the building and it is viewed as safe for the groups to go to their evacuation points or other areas. In addition, staff members must also recognize that situations are hard to predict with 100% accuracy and decisions may need to be made by them as to when, where, and how to evacuate. But, the emergency personnel and others in the “Safe Room” or other areas will be working to assist with this process as much as possible.***

Lockdown/Evacuation in and from “Common Areas” (Commons, Library, Gym, etc.)

- Students in Commons need to report to the District Office.
- Students in the Library need to secure the library and be ready to evacuate.
- Students in restrooms need to report to the office immediately; If deemed unsafe they should evacuate the building from the North doors to the football field area or from the South doors to the Bellevue Community Center.
- Students in the gyms should exit to the locker rooms with their teacher, or other locations they are instructed to by their teacher or emergency personnel.
- If a lockdown or evacuation occurs during a time when students are eating lunch (or breakfast) they will need to follow direct initiatives from an emergency or school personnel. A likely exit will be the main entrance or through the gym. If lockdown occurs the students will need to be told which area to go, but may initially be gathered in the main gym.

Lockdown During Afterschool Activities

- Event leaders gather students in locker rooms and take attendance
- Admin or Custodial staff checks the hallways and other rooms
- ***Staff and students may also be directed to leave the classroom and the building immediately if the intruder is in another part of the building and it is viewed as safe for the groups to go to their evacuation points or other areas. In addition, staff members must also recognize that situations are hard to predict with 100% accuracy and decisions may need to be made by them as to when, where, and how to evacuate. But, the emergency personnel and others in the “Safe Room” or other areas will be working to assist with this process as much as possible.***

Classroom to “Safe Room”/Office Communication:

- In all cases, staff can communicate to the office (if possible) through the PA system with student updates and other relevant information. But, it is likely that calls will need to be made through a cell phone to the “Safe Rooms” with phone numbers listed below:
 - Elementary: 563.872.3083
 - Middle/High School: 563.872.4050

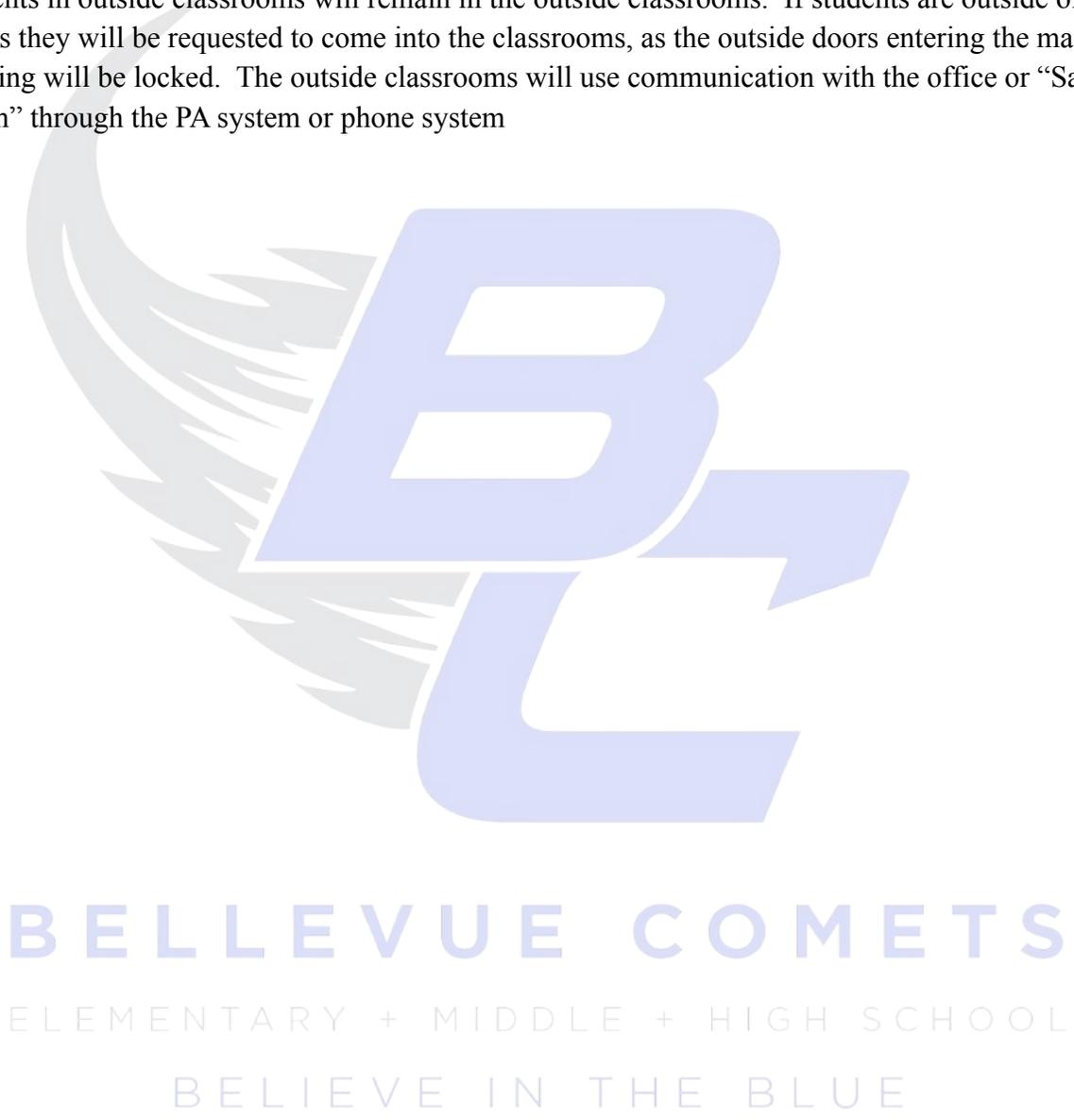
The PA System will be operational through the “Safe Rooms.”

Rooms with no PA System

- These rooms are limited in the district, but calls should be made via cell phone to the “Safe Rooms.”

Outside Classrooms

- Students in outside classrooms will remain in the outside classrooms. If students are outside of the rooms they will be requested to come into the classrooms, as the outside doors entering the main building will be locked. The outside classrooms will use communication with the office or “Safe Room” through the PA system or phone system



Evacuation

If instructed staff will evacuate to designated areas indicated below:

- Bellevue Elementary – Bellevue St. John’s Lutheran Church (1 block to the south of Bellevue Elementary), 300 South 3rd Street, Bellevue
- Bellevue MS – Senior Center (across the street from Bellevue MS/HS) in the basement area (key is in Principal’s office), 1700 State Street, Bellevue
- Bellevue HS – Rockwell Collins (across the street and to the east from Bellevue MS/HS), 1500 State Street, Bellevue
- Bellevue Art/Music/Ag/Industrial Tech Buildings may leave the areas and go to other areas if needed based on the location of the threat. Alternative areas will be the following:
 - Music/Art Room – Football shed
 - Industrial Tech & Ag Buildings – Concession Stand
- The Bellevue School offices will have updated master lists and schedules for all teachers and students to take to evacuation locations.
- The Bellevue School offices will have parent names, addresses, and phone numbers printed in a binder to take to evacuation locations.
- All teachers have class lists printed in their rooms for their class(es) and for the entire building.
- Alternative Evacuation Areas will be determined if necessary, but may include:
 - MS/HS – County Shed across the field to the West of the building
 - Elementary – City Hall, Public Library, Bellevue MS/HS (Gym Areas)
 - If busing is needed and allowed, students may be transported to Horizon Hall and the Off Shore Event Centre.
- NO Students are allowed to leave in their cars, for the following reasons:
 - EMS personnel will be coming to the school at the time and this will potentially congest the area.
 - We need to make sure that parents are aware of where their children are at during the situation. It is the school’s responsibility to make sure that students are still supervised in our presence.

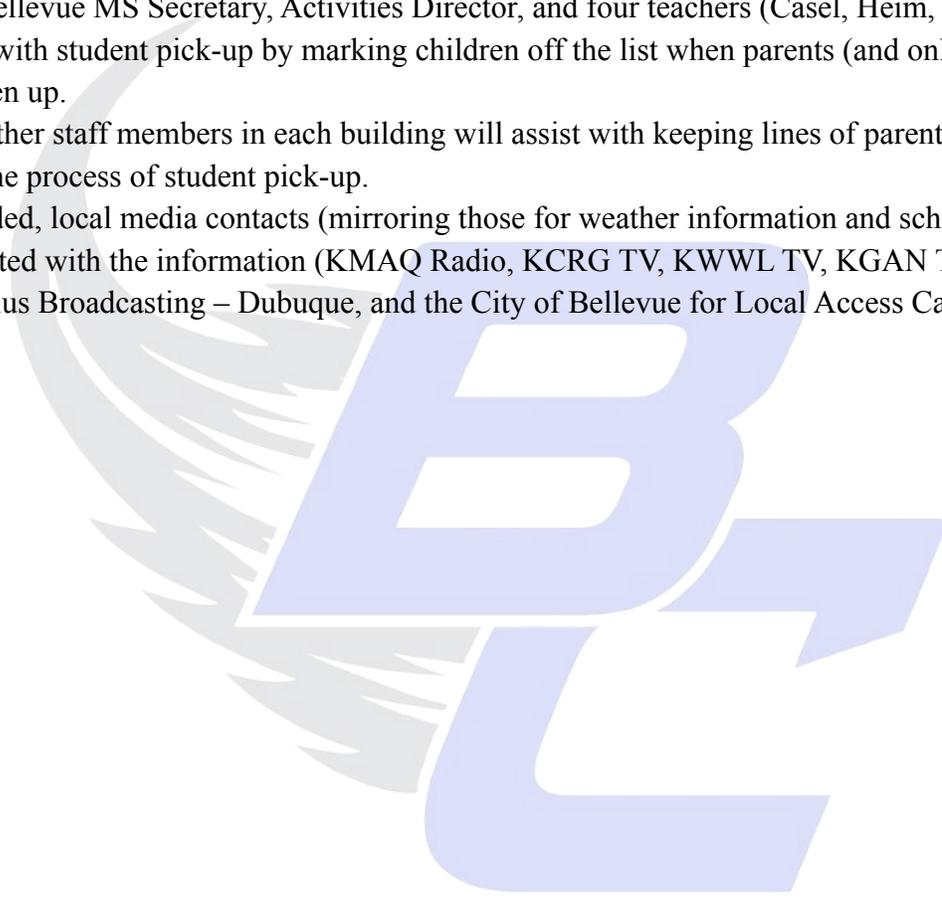
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Recovery Procedures

- Parents will be notified via the automated “JMC Student Management System – Parental Notification” of the situation and where students are located, and how the pick-up procedure will work.
- The Bellevue Elementary building secretary and three teachers (Deppe, Venema & Veach-AM or Ruden-PM) will assist with student pick-up by marking children off the list when parents (or emergency contacts are listed for students) pick the children up.
- The Bellevue MS Secretary, Activities Director, and four teachers (Casel, Heim, Jaeger & Jess) will assist with student pick-up by marking children off the list when parents (and only parents) pick the children up.
- Two other staff members in each building will assist with keeping lines of parents organized and assist with the process of student pick-up.
- If needed, local media contacts (mirroring those for weather information and school closings) will be contacted with the information (KMAQ Radio, KCRG TV, KWVL TV, KGAN TV, KWQC TV, Cumulus Broadcasting – Dubuque, and the City of Bellevue for Local Access Cable TV announcement)



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Fire & Fire Evacuation

Something to recognize: Smoke is just as dangerous as fire. Most fire deaths are due to smoke inhalation.

In the event of fire or smoke:

- **Staff**

- Activate fire alarm and notify Principal
- Check assigned locations where students may not hear alarms (e.g. washrooms, lunchroom, locker rooms, etc.)
- Implement an evacuation plan for any students needing special assistance
- Evacuate students and other staff to designated Fire Evacuation Areas
- Staff needs to take class rosters
- If a primary route is blocked or dangerous, use the closest, safe exit
- If trapped by fire, search for the safest way to get out; Call for help on a cell phone if possible
- Shut doors behind you, if possible
- Once outside, assemble a safe distance from the building
- Take student attendance; Report missing, with last known location
- Report extra or injured students to Principal

- **Principal**

- Call 911 and notify emergency responders
- Confirm the address of the school
- Provide the exact location of smoke or fire, if known; if unknown provide a general location
- Ensure the fire alarm has sounded
- Notify Superintendent
- Meet with the fire officer(s)
- Identify the location of the fire
- Advise location of injured persons
- Provide names of any missing persons
- Bring blueprints/maps of the facility - Point out the location of the control panel, sprinklers, etc.
- Determine if students need to be transported to an evacuation site
- Notify parents or legal guardians of student reunification (Recovery Center) and release procedures
- Signal “all clear” when safe to re-enter the school building

Immediate Evacuation Areas:

- Bellevue Elementary – Parking Lot to the South of the building, away from any fire hydrants and streets.
- Bellevue MS/HS – Exit to the nearest outside door; If on the South end of the building students evacuate to the south side of Bus Barn; If on the North end of the building students evacuate to the baseball/softball/football field areas. Students need to go beyond the fence and away from the building and any fire hydrants.
- *Important Notice: Staff needs to make sure that students are not on roadways or paths that emergency vehicles may be taking to enter the area or proceed through the area.*



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EMS Staging Area

- The “Staging Area” for Emergency Personnel will depend on the situation, but will be planned to be on the East Side of the MS/HS Parking Lot and on the North Side of the Bellevue Elementary Building.
- The Safe Rooms in each building will be made available to EMS Personnel and School Administration to use as needed.
- The phone line in the room and individual cell phones will be used to communicate with other EMS personnel, teachers in classrooms, parents, etc.



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Media Inquiries

All media inquiries must be referred to the Superintendent. The school district, in coordination with community response agencies, assumes responsibility for issuing public statements during an emergency.

- **Superintendent**

- Coordinate with other responding agencies an area for media to shoot video footage and photographs safely and in accordance with school privacy policies and agency protocols.
- DO NOT allow media to hinder emergency responders or be put in harm's way
- Provide regular updates and press releases and let media know when to expect the next update
- DO NOT say "No comment." It is okay to say "I don't know"
- Monitor media reports to ensure message accuracy. Provide media with any corrected information.
- Track rumors and ask the media to dispel inaccurate information
- Document all contact with media
- Media is not to be in any area where EMS personnel are "staging."

- **Principal**

- Notify district administration and all staff of emergency event
- Direct all media contacts to the Superintendent, or media point of contact
- Relay all factual information to the Superintendent, or media point of contact
- If directed by the administration, designate a site spokesperson
- Update staff throughout the emergency, review details of the emergency, and dispel rumors
- Inform the Superintendent and points of contact of any media presence at the building. Request onsite assistance with media if necessary

- **Staff**

- Direct all media inquiries to these points of contact.

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Incident Report Form

Date:

Time:

Submitted by:

Type and Description of Threat:

Students Involved:

Staff Involved:

Phone Threat

- Phone number (if possible):
- Exact words of Threat:
- Questions for the caller and other information:
 - Where is the bomb, chemical, or hazard?
 - What does it look like?
 - What kind of bomb or hazard is it?
 - When is it going to explode or be activated?
 - Did you place the bomb or hazard here? If not, who did?
 - Why did you place the bomb or hazard?
 - What is your name?
 - Where are you calling from?
 - What is your address?
 - Caller's voice (circle those that apply):
 - Calm Stutter Giggling Laughter Stressed Disguised Slow Distinct Deep Nasal Lisp Sincere Crying Loud Soft Angry Squeaky Raspy Slurred Drunken Broken Rapid Excited Normal Young Middle-Aged Old Incoherent Other...
 - Is the voice familiar? Who?
 - Background Noises (circle those that apply):
 - Voices Airplanes Street Noises Vehicles Music Clear Stoic Horns Bells Motor PA System Trains Factory House Noises Party Quiet Animals Other...

Other Comments or Information:

Potential Drills

Prior to drills it is recommended that a meeting is held with all students to explain the lockdown procedures in case of situations where this may be needed. A focus is placed on why the lockdown procedure would be implemented, leaving the building, going to evacuation sites, reasons not to leave in individual's cars in the parking lot, reunification with parents, and the general safety procedures that the district is taking (and has taken) to insure the safety of everyone in the building.

Lockdown and/or Evacuation drills will be completed by staff alone first, and then also with staff and students together.

#1) Students and staff are in rooms and practice shutting the door, locking the door from the inside, and moving desks, etc in front of the inside of the door. During the same day, another drill will be performed where an intruder with a weapon is in various spots in the building. During this time, some rooms will be told to exit immediately based upon their location and staff will need to make decisions based on the information.

#2) At approximately 9:30 am the Bellevue State Bank is being held up, and the armed suspect (recent graduate) is in a high speed chase with police. After the short chase the suspect abandons the car in front of the school and takes off on foot into your building. He enters the building during a class period. He has a short lead on police and disappears somewhere in school. The police walk into the building not knowing where the suspect had gone. They now walk into the administration offices.

#3) At approximately 1 pm, a teacher reports a student missing from his/her class room. A quick check of the bathrooms, hallways, and common areas does not turn up the missing student. Placing a call to the parents reveals domestic issues, but no student.

#4) At approximately 9 am, the central office is advised of an increased threat specific to the State of Iowa, but not specific to a school. The threat calls for an unidentified "attack" unknown time, unknown location. Guidance from the state is to continue normal operations, with increased security, and reporting of incidents.

#5) At approximately 1:30 pm the secretary notices an individual (who looks like a parent) entering the building through an entrance that is not the main entrance, and that the man appears to be carrying a gun.

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