Medical Emergency
1. Do not leave the ill or injured person alone.
2. Administer FIRST AID as necessary.
3. Seek medical assistance from:
   a. Emergency Medical Services – **Dial 4-911** for any of the following situations:
      - Respiratory distress – difficulty or lack of breathing
      - Choking
      - Bleeding – severe
      - Burns – serious, or covering a large part of the body
      - Heart concerns – deterioration of blood circulation
      - Shock – including allergic reaction to insect bites or food
      - Poisonings
      - Head, neck, or back injury – also injury to large bones (arms, legs)
      - Loss of consciousness
      - Seizures – complicated by lack of breathing, or lasting for more than 5 minutes
      - Motor vehicle accidents
      - Drowning
      - Smoke inhalation
      - Any other situation that is life threatening – “IF IN DOUBT, CALL”
   b. Front Office staff
   c. EMS or Nursing Department
4. If 4-911 is called, obtain student’s medical information from student services.
5. If injured person is a minor, contact parent/guardian as listed on emergency form. For adults, contact significant other. (This information can be obtained from Administration.)
6. If unsure about the urgency of the situation, please call the Front Office and EMS or Nursing Department.
7. Notify the Front Office of all accidents or injuries.

Non-Medical Emergency
Fire
- If the alarm has not sounded, pull nearest alarm.
- Exit the building using designated escape routes, taking your class roster with you
  - The designated person from each building will check bathrooms as he/she leaves the building
- Assemble with your students in your designated evacuation area
- Take roll to confirm that your students have all exited the building
- Remain with your students in the designated area until the all clear is given by administration to return to your classrooms or evacuate the campus
  - Do not allow students to leave campus until the all clear is given
EVACUATION OF THE BUILDING

LEVEL ONE: FIRE ALARMS

- Everyone should clear the building immediately according to evacuation routes whenever possible.
- Close all doors and take attendance book when leaving the building.
- Keep classes or group together and take attendance once outside the building.
- Administration/Designee will give the “all clear” to return to the building after all areas have been reported safe.

LEVEL TWO: BLACK (Lockdown/Lock In) Possible Life Threatening Situation

- Intercom Code: Feature 610
- Call 4-911 or Sheriff Dispatch 874-2015.
- Lockdown-Secure all students in a room/lock all granting access.
- Call Superintendent/Desigee (time permitting).
- Administrator/Designee in charge and all other personnel must take instruction from the emergency personnel on site until the situation is under control. After situation is under control, the administrator may assume site responsibilities.
- As deemed appropriate and based on weather conditions, move students to an alternative location (another area of the school, church, park, etc.). If buses are needed, contact the transportation department.
- Contingency plans should be implemented for an extended stay away from the building.
- If Superintendent/Designee has not been called, do so now so that transportation, parent communication and media relations can be initiated.

BOMB THREATS

- Person who takes the initial phone call must fill out immediately a copy of the “Telephone Procedure for Bomb Threat Form.” (See appendix-Page 10). Hang up phone after conversation. Pick up phone immediately, dial 4- *57 and follow phone instructions.
- In the final analysis, a great deal depends upon the initial phone contact. The person who receives the bomb threat must be aware of his/her responsibilities in filling out the telephone profile. DECIDING THE RESPONSE TO A BOMB THREAT CALL IS STRICTLY AN ADMINISTRATIVE RESPONSIBILITY OR THAT OF THE CRISIS TEAM. The Director/Designee will make the decision whether to evacuate the threatened building based on insuring the safety of students and personnel. The Director/Designee will comply with directions given by the Superintendent or any order given for evacuation by law enforcement.
• After receiving the call, relay all information to the Director/Designee. Upon which time the Director/Designee will call 911 and evacuate the building, as deemed necessary. Call District Office. (874-4438)

When the situation is under control according to law enforcement, the Director/Designee will instruct staff regarding movement of students.

If the building is evacuated, provision should be made so that students are not dismissed from school until the end of the day. Transportation to an alternate location may be considered. Students should remain in designated areas until the Director/Designee and law enforcement are satisfied that no danger exists. Teachers shall remain with their students and be responsible for them.

EXPLOSION, FIRE, BUILDING / STRUCTURAL DAMAGE

• Call 4-911 and advise as fully as possible of nature of incident. (location on grounds, injuries, fire, smoke, etc.)
• Give address and specific directions to the site. 1765 US Hwy 50 Delta, CO 81416
• In case of an explosion, first aid should be given in accordance with the extent of injuries suffered. Staff who are trained in first aid should be notified.
• Evacuate the building and attempt to account for all students and personnel.
• The Director of Transportation should be contacted at 874-4438 in order to arrange for transportation away from the scene to predetermined areas for those not involved in the incident and prepare a communication plan for parents and media. (See Evacuation Plan)
• If phones or switchboards are damaged, an emergency phone center should be set up utilizing cell phones, mobile units, or using the nearest school building.
• Involved student and personnel records should be made available to emergency response personnel.

DEATH OF STUDENT OR STAFF MEMBER

• Director/Designee will verify details of situation by calling officials involved (police, sheriff, coroner, etc.).
• Director/Designee will notify the Superintendent, Director of Special Services and other building Principals who may have family members of the victim enrolled in their building.
• Director/Designee should contact crisis team members.
• Crisis team members use their telephone calling trees to inform staff of the need for an early morning staff meeting to discuss the situation.
• Director/Designee and crisis team members should meet prior to staff meeting, writing up a factual statement of the event to share with staff and later with students. Students will be informed during 1st hour classes, NOT in an assembly or intercom manner. Teachers should allow open discussion in classrooms regarding the incident.

• Crisis team should be alert for staff and students who are having difficulty coping with the situation.

• Allow all those seriously affected to be excused to see Special Services Staff for counseling or with parent approval, return to their homes to be with family members.

• Maintain schoolwork climate and classes, as much as possible. Allow for future discussion as the need arises.

• Channel all media inquiries to the Director of School and Community Relations at the District Office. (874-4438)

• Clean out the deceased individual’s locker, desk, etc. as soon as practical. This should be done by an administrator. If in a suicide situation, a suicide note, weapon, or any indication of suicidal intent is found, it should be turned over to law enforcement.

### EXTREME WEATHER CONDITIONS / FLOODING

#### EVACUATION / SCHOOL CLOSURE

• In a situation requiring evacuation of students from school, the evacuation will be carried out according to procedures established for evacuation during fire or emergency drills.

• In an extreme situation, requiring early dismissal of students from school, the students shall be dismissed following established guidelines. (See Delta County School District Policy JLIB, page 493)

  1. Parents and emergency numbers should be called to alert homes of early dismissal from school for High School students.

• In a situation requiring closure of school for several days, parents and Post-Secondary students will be notified through the media of alternate locations for classes or of the time of the reopening of the school.

#### SNOW DAYS and SCHOOL TRANSPORTATION

Four factors are considered when determining whether or not to cancel school because of winter weather. The four factors in order of priority are:

(1) Visibility  (2) Temperature  (3) Wind  (4) Amount of snow/ice

When the weather forecast predicts heavy snowfall, the school district will have people in each attendance area checking the routes at least an hour before the buses run. The School District will be in contact with highway-identified personnel and the local dispatch center. Generally, the decision to close schools must be made no later than 6:00 a.m. If a specific route is canceled, the schools and local radio stations will be informed immediately so parents can be notified. (See Page 1 for phone #’s).

There may be times when the weather prohibits schools from starting at the regular time because of inclement weather. However, it may be possible to start school at a later time allowing for crews to clear roads and highways. If it is necessary to start school at a later time, the School District will announce on local radio stations that there will be a **delayed start** for that particular area. A delayed start means that students will be picked up at the regular bus stop one hour and thirty minutes later than usual.
FLOODING

In case of flooded streets, roads and highways, the Director/Designee will be notified by the District Office if there is a disruption in the school schedule. While on school-sponsored field trips or activities, the supervisors should be alert to areas prone to flash floods, such as low road drainage areas.

CHEMICAL ACCIDENT / HAZARDOUS MATERIAL SPILL

Outside of School:
Major hazardous material spills are most likely to occur on major transportation routes. The main threat is toxic fumes. Warning of hazardous material incidents are usually received from the Fire Department, Law Enforcement Office, or emergency management officials when such incidents occur sufficiently near the school to be a threat.

- If the Director/Designee is notified that there is a hazardous material spill, call:
  
  School District Office - 874-4438 and the
  District Maintenance Department – 856-6656

Or if deemed necessary call 4-911.
Report that a hazardous material has spilled, the identity and quantity if known, and where it spilled. (locate MSDS sheet if possible).

- IF HAZARDOUS MATERIAL IS SPILLED WITHIN SCHOOL PROPERTY:
  - Avoid direct or indirect contact with the material spilled.
  - If possible, have victim flush with water any area of direct contact.
  - Use caution when removing contaminated clothing from exposed victim.
  - Move to alternate location without common ventilation system to avoid fumes.
  - Contact the Director/Desigenee.
  - Follow hazardous material spill procedures as outlined above.
  - DO NOT ATTEMPT TO CLEAN UP.
  - Building Director/Supervisor will consult with local agencies and Maintenance Department to decide if building should be evacuated. Consult Evacuation Plan. If it is necessary to evacuate the area, the teacher or supervisor should move student’s crosswind, never directly with, or against the wind which may be carrying the fumes. Upon reaching the designated point of safety, take roll call.
  - Use caution in order to prevent further spread of contamination and before attempting First Aid.
  - Be prepared to render First Aid. Contact a person trained in first aid if needed.
  - Students and staff must NOT return to the school until the Fire Department or other emergency service officials have declared the area to be safe.

GAS LEAKS / WATER SHUT-OFF

INSIDE
- Evacuate area. **Do not turn electrical equipment or lighting off or on.**
- Advise Director/Designee of the location of the potential leak.

Director/Designee
- Call KN Energy at 800-563-0012.
- Call District Maintenance Department at 856-6656
  After hours: John McHugh – 856-3098 (home) or 234-4438 (cell)
- Call 4-911, in extreme circumstances. (Cell Phone 874-2015)
- Call Superintendent/Designee at 874-4438.
• Close windows and doors.
• Building evacuation will depend on situation.
• If gas odor is detected, do not turn electrical equipment or lighting off or on.
• If building is evacuated or unoccupied, wait for clearance by KN Energy before reentering building.

EXTERIOR
• Call KN Energy at 800-563-0012.
• Call the District Maintenance Department at 856-6656.
• Call 4-911 in extreme circumstances. (Cell Phone - ID what county emergency is in)
• Clear outside area.
• Ensure safety of students and staff within the building.
• Do not turn off ventilation system or electricity.
• Wait for clearance by KN Energy or Fire before leaving building.

WATER SUT OFF

The Director/Designee:

• Call:  
  Cedaredge City Clerk 856-3123  
  Crawford 921-5571  
  Delta City Water Department 874-7566  
  Hotchkiss City Clerk 872-3136  
  Paonia City Clerk 527-4101  
  After Hours: Delta County Dispatch 874-2015

• Call School District Maintenance Department – 856-6656  
  After Hours: John McHugh – 856-3098 (Home) or 234-4438 (cell)
• If time permits, collect water in containers for drinking purposes.
• Restrooms should be monitored to determine necessary restrictions. Portable toilets may be ordered on an emergency basis.
• When deemed necessary, an alternative building should be placed on standby. The Transportation Department 874-4438 should be notified to move students to an alternate location if shut off is over an extended period of time.

CHILD ABUSE OR NEGLECT

• All school staff and personnel are to report any case of suspected child abuse or neglect to their building Director or immediate supervisor. (24 hours a day, 7 days a week).  
  If supervisor is not available, report directly to Health & Human Services.
• Get medical or EMS attention if needed.
• All cases are to be immediately reported to Delta County Health & Human Services (874-2030) by the building Director/Supervisor.
• A report to a law enforcement agency would be made only in emergency cases when Social Services cannot be reached.  
  (See phone numbers on page 1)
• The employee reporting suspected child abuse/neglect to the Director/Supervisor has the ultimate responsibility to assure that the oral and written report are made to Health & Human Services or law enforcement. The reporting employee should check back with the Director/Supervisor to determine that the report has been filed.

See Additional Information: Delta County School District Policy JLF-R, page 491 and 491a

GENERAL INFORMATION
1765 US Hwy 50, Delta, Colorado  81416 (970) 874-7671 www.dmtc.edu
We are an equal opportunity education Institution and will not discriminate on the basis of race, color, national origin, religion, sex, age, or disability, in our activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For further information regarding civil rights or grievance procedures, contact John Jones, Director of Public Relations and Transportation, 7655 2075 Road, Delta, Colorado 81416, (970) 874-4438, or the Office for Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, phone (303) 844-5695, FAX (303) 844-4303; TDD (303) 844-3417, or Email OCR_Denver @ed.gov.

VISITORS TO SCHOOLS
The Board encourages parents/guardians and other citizens of the district to visit classrooms, activities, and functions to observe the work of the schools. The Board believes that there is no better way for the public to learn what the schools are actually doing.

In order to ensure that no unauthorized persons enter buildings with wrongful intent, all visitors to the schools shall report to the school office when entering, show proper identification and reason for being at the school.
EMERGENCY NUMBERS

EMERGENCIES CALL 4-911 (ambulance, fire, police, sheriff, state police, county dispatcher)

Police Departments:
- Delta Police 874-7676  
- Delta Sheriff 874-2000  
- Delta Dispatcher 874-2015  
- Cedaredge 856-4301  
- Crawford 874-2015  
- Hotchkiss 872-3848  
- Paonia 527-4822  

Radio Stations:
- KKXK FM 94 - Montrose 249-6282  
- KUBC AM 580 - Montrose 249-4546  
- KSTR FM / KKGM AM - Grand Jct. 254-2100  
- KVNF Radio 90.9 - N. Fork; 89.1 - Delta 527-4866  
- KRYD – Montrose 249-8989

Social Services 874-2030  
Poison Control Center 1-800-222-1222  
Center for Mental Health 874-8981 or 249-9694  
Emergency Response 252-6221
<table>
<thead>
<tr>
<th>District Office</th>
<th>7655 2075 Road</th>
<th>874-4438</th>
<th>Caryn Gibson</th>
<th>323-5754</th>
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<tr>
<td>Delta-Montrose Technical College</td>
<td>1765 Hwy 50</td>
<td>874-7671</td>
<td>John Jones</td>
<td>874-9220</td>
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**Maintenance:**

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>856-6656</th>
<th>John McHugh</th>
<th>234-4438</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>856-3098 (h)</td>
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**Special Services:**

<table>
<thead>
<tr>
<th>Special Services</th>
<th>1002 Hastings St.</th>
<th>874-7607</th>
<th>Sandie Jungers</th>
<th>874-4831</th>
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<tr>
<td>District Nurse</td>
<td>874-7607</td>
<td>Glenda Gallegos</td>
<td>874-8438</td>
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**School Psychologists:**

| Laurie Oliva           | 872-3740          |          |               |          |
| Raul Oliva             | 872-3740          |          |               |          |
| Gwen Russell           | 242-0595          |          |               |          |
| Nancy Snowdon          | 856-6407          |          |               |          |

**High School:**

| Cedaredge High         | 575 SE Deer Creek Dr. | 856-6882 | Kevin Gardner |          |
| Delta High             | 1400 Pioneer Road   | 874-8031 | Derek Carlson | 874-8882 |
| Hotchkiss High         | 438 Bulldog St.     | 872-3882 | Mike Beard    | 872-3183 |
| Paonia Jr./Sr. High    | 846 Grand Ave.      | 527-4882 | Randall Palmer | 527-3363 |

**Middle School:**

| Cedaredge Middle       | 845 SE Deer Creek Dr. | 856-3118 | Randy Brown   | 964-6021 |
| Delta Middle 6-8th     | 910 Grand Ave.       | 874-8046 | Wendy Kocoski |          |
| Hotchkiss K-8          | 465 Lorah Lane       | 872-3144 | Carrie Coats  | 872-3932 |

**Elementary School:**

| Cedaredge Elementary   | 230 NW Cedar Ave.   | 856-3885 | Amy Geddes    | 874-2868 |
| Crawford Elementary    | 51 Fir Ave.         | 921-4935 | Doug Egging   | 872-6022 |
| Garnet Mesa Elementary | 600 A St.           | 874-8003 | Jim Farmer    | 874-5578 |
| Hotchkiss K-8          | 465 Lorah Lane      | 872-3325 | Carrie Coats  | 872-3932 |
| Lincoln Elementary     | 1050 Hastings St.   | 874-3700 | Paul Rodriguez | 874-9947 |
| Paonia Elementary      | 430 Box Elder       | 527-3639 | Sam Cox       | 527-3026 |

**Mechanics:**
<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
<th>Contact Person</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Cedaredge Bus Barn</td>
<td>290 NW 3rd</td>
<td>856-3933</td>
<td>Matt Worley</td>
<td>856-8603</td>
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<td>Delta Bus Barn</td>
<td>957 Crawford</td>
<td>874-3886</td>
<td>Clay Peters</td>
<td>856-3046</td>
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<tr>
<td>Hotchkiss Bus Barn</td>
<td>4th &amp; Orchard</td>
<td>872-3353</td>
<td>Barry Lister</td>
<td>527-8286</td>
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<tr>
<td>Paonia Bus Barn</td>
<td>135 Main St.</td>
<td>527-3838</td>
<td>Barry Lister</td>
<td>527-8286</td>
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