

**CENTER CONSOLIDATED SCHOOL
DISTRICT**

CRISIS ACTION PLAN

ASSESS

ACT

CONTAIN

COMPLETE

TEAM PLAN

STAGE 1 - ASSESS

The first step in any emergency or crisis situation is to gather the **Crisis team** together to assess the situation that is occurring and to determine where the danger is located for those involved.

If the situation is one that requires immediate **Lockdown** or **Evacuation action**, the highest ranking person on the **Crisis Team** shall be free to make that determination and this process will immediately shift to **Stage 2. Act.**

Lockdown code is: “This is a lockdown”

Evacuation code is: “This is an evacuation”

The **Crisis Team** that should come together during this first meeting should include:

CRISIS TEAM

1. SUPERINTENDENT
2. DIRECTOR OF INSTRUCTION
3. BUSINESS MANGER
4. BULIDING PRINCIPALS and ASSISTANTS
5. SCHOOL NURSE
6. SUPERINTENDENT’S SECRETARY or ASSISTANT

Each building principal shall assign someone to this team should they be out of the building on a given day.

Crisis Team assessment meeting

The purpose of the assessment team is to discern if the danger is external or internal so that it becomes clear as to where and how the student body and staff will be mobilized if it is deemed necessary.

Any individual who receives information regarding an emergency should contact the first available person at the top of the **Crisis Team List** (starts at #1 and work your way down). The first person contacted will be deemed the **Crisis Leader** and will become responsible for organizing all further action.

The location of the **Assessment Meeting** will be decided by the **Crisis Leader** based upon the information that has been received. If the danger or the emergency keeps the **Crisis Team** parties separated, the **Crisis Team** will conduct as much of the Assessment Meeting over the phone as possible (so as to avoid information leaks over radio airwaves until the **Action Plan** is decided upon).

The **Assessment Team** or **Crisis Leader** will determine if there will be a need for a command post, where that post will be located and who will man it, with the first option being the District Administration Building.

STAGE 2 - ACT

At the point where the **Assessment Team** or **Crisis Leader** has determined that a danger exists that is serious enough to require mobilization, the decision to **Lockdown** or **Evacuate** will be made.

Option 1, Lockdown

If it has been determined that the danger is external, **Lockdown** will occur

1. The **Crisis Leader** will contact each of the buildings by phone to order the **Lockdown**. If contact cannot be made by phone, the **Crisis Leader** may make this announcement over the district radio system.
2. The Crisis Leader will contact the police and /or fire department as is deemed appropriate.
3. Each building will implement its **Lockdown** procedures as follows:

MIDDLE/HIGH: An all call announcement will be made over the intercom system announcing the lockdown. The **Systems Operator Technician** and **HS counselor** will cover the high school south hall. They are to make sure doors are locked from the outside, calmly giving directives to teachers and students as they encounter them. The **School Behavior Specialist** and the **Paraprofessional 1** will do the same in the band room, new wing and vocational buildings. The **Principal** and **Secretary 2** will do the middle school hall and gym. **These persons should appoint somebody to act in their place whenever they are not going to be on campus.** All the teachers will be instructed to keep every student their classroom until the “**All clear**” is given. Further directives will be communicated by this team to the classrooms as long as that is possible. **Every effort will be made to not make intercom announcements to disseminate information other than the call for lockdown.**

Building Secretary 1 will man the phones and radios until she is directed otherwise. As little information as possible will be broadcast over the radio system. *It is the primary goal to conduct all communications by telephone.*

The **Building Principal**, the **Behavior Specialist**, and any **Custodians** on duty at that time will make sure that all exterior doors are locked and secured. Nobody is to enter or leave the building during this time. All outside communication will be done over the telephone, if possible. Parents and

community members will have been trained as to what they are to do based upon the specific situation.

The **Principal** will remain in the building until final sweep is made. She/He will maintain phone contact with the **Crisis Leader**, the **Emergency Team** and Staff in the lockdown area reporting updates until the all clear is given.

ELEMENTARY: Building Crisis Leader will announce “Lockdown” over the intercom.

Upstairs Crisis Team will split the upstairs and make sure every classroom door is locked from the outside. **Upstairs Crisis Team** will ensure the upstairs fire escape is locked. **Downstairs Crisis Team** will do the same downstairs to include locking all outside access doors. **Downstairs Crisis Team** will ensure that the door between the gym and the hallway is locked. All staff will be instructed to keep every student in their classrooms until the “**All Clear**” is given.

P.E. Instructor should at all times have a radio or a cell phone. If P.E. is in session out doors while a **Lockdown** is in progress, the office will radio “this is a lockdown”. **P.E. Instructor** will take students to the ARC Building. If at the park, P.E. Instructor will remain there until further directives are given. If P.E. is in session indoors, **P.E. Instructor** will ensure that all 5 doors to the gym are secured.

The School Nurse will ensure that the front gym doors are locked.

All specials will remain in their rooms with their students.

The **Building Crisis Team** will notify the **Pre-School Director** or her designated Pre-school person of the lockdown. They will be instructed to keep every student in their classroom until the “**All Clear**” is given.

Teachers will ensure that classroom doors will remain locked at all times.

Any students in the hallway during a lockdown will be placed in the nearest classroom.

Upstairs and downstairs teams will check the bathrooms for students and using their master keys, place student in nearest room.

Teachers will move your students away from doors out of line of sight.

Further directives will be communicated by phone or intercom to the classrooms as soon as possible.

After the classrooms have been notified of the **Lockdown**, **Upstairs Emergency Teams** will lock down in the computer room. The **Downstairs Teams** will lockdown in Principal's office until further directives are given.

Every effort will be made to not make intercom announcements to disseminate vital information.

Building Crisis Team will lock down office and man phones and radios until directed otherwise. No announcements will be made over the school intercom. As little information as possible will be broadcast over the radio system. *It is the primary goal to conduct all communications by telephone.*

The building Principal and any Custodians on duty at that time will make sure that all exterior doors are locked and secured. **Nobody** is to enter or leave the building during this time. All outside communications will be done over the telephone if possible. Parents and community members will have been trained as to what they are to do based upon the particular situation.

The **District Crisis Leader** and **Building Crisis Leader** will contact the Police and/or Fire Departments as is deemed appropriate.

OPTION 2, Evacuation:

If it has been determined that the danger is internal, **Evacuation** will occur.

- 1.** The **Crisis Leader** will contact each of the buildings by phone to order the **Evacuation**. If contact can not be made by phone, the **Crisis Leader** may make this announcement over the district intercom system or radio system.
- 2.** Each building will implement its Evacuation procedures as follows:

MIDDLE/HIGH: In the event of an **Evacuation**, the **Crisis Team** will be activated to assist in the evacuation process. In such a case the **Emergency Team** will consist of **Secretary 2**, the **School Resource Behavior Specialist**, and the **Systems Operator Technician**. In the case of these people being absent the following personnel will take their place **Building Principal** for **Secretary 2**, **HS counselor** for **Systems Operator Technician** and **Paraprofessional 1** for **Resource Behavior Specialist**. The emergency team will lead the staff and students to the Catholic Church, remaining in cell phone or radio contact at all times. **Secretary 1** and any **Custodial staff** will remain in the building until they are given their directives.

The **Emergency Team** will pick up radios and an emergency kit, which will contain the list of who can check out certain students and a form for recording students who have been checked out. It will also have a transport record sheet in case any student needs to be transported to the clinic or hospital and sunscreen (in case extensive time is spent outdoors).

The **Building Principal** will remain in the building until a final sweep is made. She/He will maintain contact with the **Crisis Leader**, the **Emergency Team** and **staff** in the evacuation area reporting updates until all clear is given.

Only in the event of an evacuation will the parents be allowed to check children out.

Parents will be given instructions as to what to do in the case of an evacuation. They will be given information on the pick-up location for their children.

ELEMENTARY: The **District Assessment Team** or **Building Crisis Leader** will order the **Evacuation**.

Haskin Elementary will implement its **Evacuation** procedure as follows:

The Crisis Team will announce “Evacuation” over the intercom.

The **Upstairs and Downstairs Emergency Team** will pick up radio and **Emergency Kits**, which will contain the student emergency information data and a check out sheet. It will also have a student transport record sheet.

Upstairs Team will physically ensure every classroom is notified of an **Evacuation** and calmly communicate directives to the teachers. **Downstairs Team** will do the same.

Upon notification, the **computer instructor** will immediately take his class to the Kiwanis Building to unlock the building and prepare it for evacuated students.

P.E. Instructor should at all times have a radio or a cell phone. In case of an **Evacuation** the office will call or radio a “This is an evacuation”. **P.E. Instructor** will then take his P.E. class either to the Methodist Church if he has grades K-2 or to the Kiwanis with grades 3-5.

If **Upstairs Crisis Team** members have students they will deliver them to the nearest classroom.

Building Crisis Team will notify the preschool in case of an **Evacuation**. Pre School Director or the designated person in charge will take her students along with all emergency information to the Methodist Church.

Building Crisis Team will contact the Methodist Church to gain access for evacuated students.

Upstairs Team will direct 3rd through 5th grade students to the Kiwanis Building. **Downstairs Team** will direct K through 2nd grade students to the Methodist Church.

Secretary 1 will go to the Methodist Church and **Secretary 2** will go to the Kiwanis.

All teachers will take their laptops with them if time allows.

Upstairs and Downstairs Teams will manage the crosswalks to their respected buildings.

Principal will remain in the building and conduct a final sweep. He will maintain radio contact with the **District Crisis Leader**, the **Haskin Emergency Team** and staff in the evacuation area reporting updates until the “**ALL CLEAR**” is ready to be given.

Teachers: If time allows, will unlock and close their doors if an Evacuation is called.

Parents: Only in the event of an evacuation will the parents be allowed to check children out. Parents will be given instructions as to how to accomplish this.

STAGE 3 - CONTAIN

Once it is determined that all students and staff are safe, it will be decided by the Crisis Team as to what further steps will be taken.

- It may be at this point that all appropriate agencies will be contacted as to the status of the crisis.
- A briefing and debriefing can be done. This may have to take place via various methods, if it is not possible or safe to physically meet at a particular location.
- **Phone lines will be utilized as much as possible.**
- During containment the teachers and the emergency team will be continually checking attendance, keeping children calm and occupied.

STAGE 4 – COMPLETE

During the completion stage all staff will remain at their posts until the all clear is given and it is determined that all students are safe and accounted for.

- No Staff will leave until they have met with their building leaders in the designated spot so that a debriefing can occur.
- Attendance sheets, sign out sheets and the emergency kits will be turned back in to the appropriate personnel.
- All agencies and the Crisis Team will determine if it is appropriate for all personnel involved to be dismissed.

TEAM PLAN – SPECIFIC ROLES

Teachers and Professionals:

As in all other emergencies the Teacher's and Paraprofessional's main responsibility is to take care of their students. Paraprofessionals will go immediately to their home team and help the teachers that may most need the assistance. In the event of a lockdown, specials teachers will assist their students. In an evacuation, specials teachers will go out of the building to catch up to their classes at either of the churches or Kiwanis building (depending on grade level). Once everyone is safe and accounted for these teachers will remain on location to help out in any way.

FOR LOCKDOWNS

- During lockdown teachers will make sure no students enter or leave a classroom for **ANY** reason.
- Directive to each teacher will be given by the emergency Team members and intercom communication will be kept down to a minimum.
- Teachers will keep students occupied and calm.
- Nothing will change until an “all clear” is given.

- No teacher leaves their room under any circumstances during a lock down if their room is safe.

FOR EVACUATION:

- Emergency Teams members will assist in the Evacuation process and teachers will conduct themselves as they do for a fire drill.
- Teachers will take attendance books with them.
- Turn out lights and shut window and doors as you make sure no one is left behind.
- Calmly leave the building, remembering students feel teacher's level of panic.
- Continually assess the children you are in the charges of for any signs of physical or emotional injury.
- If parents are encouraged to pick up their students **every child must be signed out.** No child will be sent with anyone we do not have listed as an authorized person to get them.
- As the situation or emergency comes to an end, teachers are to listen for the location where they are to meet for debriefing session. No staff member is to leave their post during any type of crisis or emergency.
- No teacher or staff member is to leave their duty to get their own child. They must trust those to whom they have placed care.

SCHOOL NURSES AND COUNSELORS:

Depending upon the severity of the emergency and any emotional or physical injuries that might occur, the Nurse and Counselors will be directed to set up a location for medical and or emotional care until required agencies arrive for removal to a hospital or other facility.

- By setting up a designated location, other staff and emergency personnel will know where to send the most critical cases.
- There will be a log of any person that has been transported and documentation of the person's name and the location the person was taken to.
- Directives for the nurse and counselors will come from the **EMERGENCY TEAM** members.

OUTSIDE EMERGENCY AGENCIES:

Center Consolidated Schools will have met and discussed this crisis plan with all appropriate agencies.

- All appropriate agencies will have a copy of the crisis plan.
- All appropriate agencies and will have met, and have been briefed as to the contents of then plan.
- The four phases include the two types if emergencies (external and internal); will be periodically rehearsed by the agencies and Center School personnel.

PARENTS:

Parents will be informed and trained as to what they are to do during the events of an emergency.

- They will be taught buy each building principal the difference between LOCKDOWN and EVACUATION.

MEDIA COMMUNICATION:

The community will be informed on a need to know basis through formal communication from the district office or the office of the high school principal if the district office can not perform this duty.

EMPLOYEE TRAINING:

All new school district employees will receive training on these procedures during the annual new employee orientation program.

All remaining district employees will receive a refresher training prior to September 7th of each new school year.