

August 2012



CRISIS
MANAGEMENT
PLAN

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Duties and Responsibilities of Crisis Team Members:

Principal

- ✓ Verify the crisis situation
- ✓ Assume responsibility for decisions and actions taken
- ✓ Notify Superintendent / Emergency Personnel
- ✓ Alert the District Crisis Team
- ✓ Inform faculty/staff
- ✓ Serve as media spoke person

School Nurse

- ✓ Administer CPR and / or first aid
- ✓ Request and brief paramedics
- ✓ Confer with administration

Teachers

- ✓ Implement appropriate procedures to protect students
- ✓ Maintain order
- ✓ Verify location and status of their students
- ✓ Remain with students throughout the crisis

Counselor(s)

- ✓ Arrange counseling rooms

Office Manager

- ✓ Manage phone lines
- ✓ Provide for the safety of essential school records/documents
- ✓ Assist as directed by Principal

FIRE ALARM PROCEDURE

Step 1: Fire alarm sounds

Step 2: Implement Drill Procedures (see Fire Drill Evacuation Schematic)

Step 3: Maintain Control of Students (Teachers are responsible for seeing that the students are instructed as to the proper exit. Students are to leave the room as quickly as possible and in an orderly manner. No personal belongings are to be taken out of the room. Teachers will take the class record book to check the roll and report missing students to Principal/Office Manager)

Step 4: The Principal shall check each section of the building

Step 5: Render first aid as necessary

Step 6: Keep access roads open for emergency vehicles

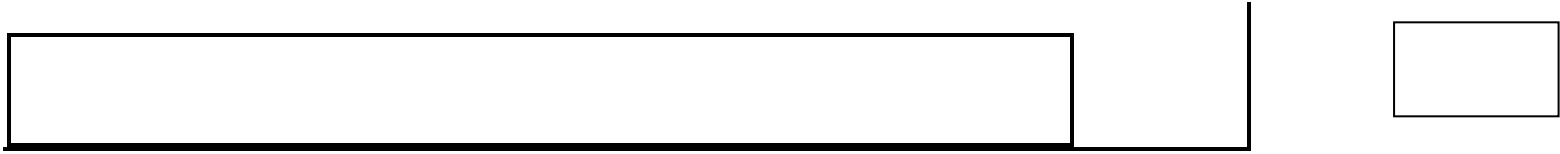
Step 7: Students/Staff will not return inside the building until Principal or fire officials declare the area safe

FALSE ALARM PROCEDURE

When it has been determined that there is no fire, the alarm will be silenced. Principal shall notify staff when students will be allowed back in the building. Custodians will close the tripped alarm. System reset button should be pushed.

Simplex should be called at: 1-800-854-3392
 1-888-746-7539

Fire Department: 911 or 376-9117



Tornado / Severe Storms / Other Weather

Step 1: Superintendent notify Principal

Step 2: Front Office will announce to go to safe areas.

Step 3: Teachers will follow the tornado drill schematic- escort students to safe area. (Stay away from windows, get beneath heavy furniture. Otherwise, lie face down, head covered, along the wall of an interior hallway on the lowest floor available)

Step 4: (**After Tornado Strikes Building**)

1. Teachers take roll of students
2. Prepare to evacuate on direction of Principal
3. Do not attempt to re-enter the building
4. Teachers re-take roll once outside of building-report to Principal
5. Check for injuries and report
6. No student will be dismissed from school unless directly to parent
7. Buildings are not to be re-entered until assessment of the building is complete and declared safe by Principal or designee.

Step 5: (**IF Tornado Passes Over**)

Teachers and students will remain in the safe area until An announcement or an administrator informs them to return to class. Students will return to the same class where they left from



Earthquake Drill Procedures

Earthquakes strike without warning!

During an earthquake, the immediate need is to protect lives by taking cover.

IF inside school: In the event of an earthquake an announcement will be made.

The following is a list of proper procedures:

Step 1: Drop and Cover

Step 2: Get beneath a desk, table or bench. Cover your head; If no cover is available, get against an inside doorway or crouch against an inside wall and cover head

Step 3: Stay Clear of windows, bookcases, and cabinets until shaking stops

Step 4: Do not panic! Stay put and under cover. Do not run through building or outside. Most accidents occur from falling objects from building.

Step 5: In Restrooms get against inside wall or doorway and crouch

Step 6: In library-move away from bookshelves- drop and cover

If outside:

Step 1: Move quickly away from the building and overhead electrical wires

Step 2: Do not run

Step 3: Lie flat, face down and wait for shocks to subside

After Earthquake Strikes Building

Step 1: Teachers take roll of students

Step 2: Prepare to evacuate on direction of Principal

Step 3: Do not attempt to re-enter the building

Step 4: Teachers re-take roll once outside of building-report to Principal

Step 5: Check for injuries and report

Step 6: No student will be dismissed from school unless directly to parent

Step 7: Buildings are not to be re-entered until assessment of the building is complete and declared safe by Principal or designee.

School Lockdown Procedure

Announce that there is a lockdown. (Administrators / Teachers REMAIN CALM!)

- ✓ Bring student in from the hallway into the nearest classroom or designated area.
- ✓ Any students who happen to be outside of the building should go to the Central Office.
- ✓ Teachers should check and lock all classroom doors, windows, close blinds, and if time allows cover doors and windows. If unable to cover windows, move all students out of sight. Turn off all lights- if applicable.
- ✓ Check rooms to see if they are vacant. (If it is vacant-close door immediately. If there are students -bring them to your room)
- ✓ Students in the gym should go to the locker room and all doors should be locked.
- ✓ Allow no one to leave the room or open the door for any reason. Not even if it is someone you recognize (Teacher/Student).
- ✓ If gunshots or an explosion is heard, get everyone on the floor.
- ✓ Take student attendance and communicate to central location (E-mail Principal)
- ✓ Place appropriate card in classroom windows (if possible).

Red – missing student

Yellow – extra student

Green – all students present



Student Evacuation Procedures

In case of an emergency that warrants a school evacuation, the steps are :

Step 1: When the administrator is informed of the situation and makes a decision to evacuate, the staff will be informed.

Step 2: The fire alarm procedures will be followed, with exception staff will take students to the designated area.

Step 3: Roll taken-The teachers will keep students in orderly fashion and report to Principal

Threat Call Checklist

- ✓ DO NOT HANG UP PHONE (Use another phone to call police)
Sheriff 911 or 376-2322
KY State Police 1-800-222-5555
- ✓ RECORD THE EXACT WORDS USED BY CALLER
- ✓ ASK: *What time is it set for? Where is it? What does it look like?
Why are you doing this? Who are you?*
- ✓ VOICE ON THE PHONE: *Man-Woman-Child-Intoxicated-Speech Impediment-Accent-
Other*
- ✓ BACKGROUND NOISE: *Music-Children-Talk-Airplane-Traffic-Typing-Machines-
Other*
- ✓ PERSON RECEIVING CALL IMMEDIATELY NOTIFY PRINCIPAL/AUTHORITIES
AND GIVE ABOVE INFORMATION. PRINCIPAL WILL ALERT
SUPERINTENDENT.

Bomb Threat Call Checklist

In addition to Threat Call Checklist:

- ✓ When the caller hangs up, push the same phone line on which the threat was called in and
dial *57 (star 57)- this will make a trace.
- ✓ Report date and time of call to Highland Telephone Cooperative @ 376-5311.
- ✓ Principal will evacuate the building using STUDENT EVACUATION PROCEDURES.
- ✓ If what appears to be bomb, DO NOT TOUCH.
- ✓ Principal will alert Superintendent.

HOSTAGE SITUATION

THESE SITUATIONS ARE PROBABLY THE LEAST PREDICTABLE AND MOST DANGEROUS OF THE EMERGENCY SITUATIONS THAT MY CONFRONT THE SCHOOL PRINCIPAL

SINCE THE SCHOOL PRINCIPAL MAY BE A TARGET OF THE HOSTAGE TAKER, IT IS IMPORTANT THAT ANY EMPLOYER BECOMING AWARE OF THIS TYPE OF SITUATION, IMMEDIATELY INITIATE THE FOLLOWING PROCEDURES:

1. Notify the KY State Police (1-800-222-5555) or Sheriff (911). Make sure they understand there is an armed person inside the school and his last known location. If possible, stay on the line with police until their officers arrive or until you are instructed to disconnect by the emergency operator.
2. Notify school Principal.
3. Notify all teachers that you have an emergency situation. Go to lockdown procedures.
4. Under no circumstance shall the students be evacuated from the building without approval and assistance from police.
5. If the hostage taker or armed person can be contained in one section of the building, students should be moved from exposed areas of classrooms near the armed person to a safer part of the building.
6. As soon as possible, and only if it can be accomplished safely, a staff member (designated) should be directed outside the building to warn all approaching visitors of danger.
7. Principal or designee will notify Superintendent.
8. Assist police as directed.

Emergency Checklist Kit

The following items are listed as a basis for creating and maintaining Emergency Management Kits in every school. The list includes specific items that may save time in implementing a school plan to manage emergencies. Individual schools may need additional items and those should be added to the emergency kit, as well.

Checklist:

1. Legal Pads
2. 20 ball point pens (not felt and not pencils)
3. Magic Markers
4. 500 plain white peel off stickers (used to identify injured students/adults at emergency site)
5. List of telephone numbers for the district office, law enforcement, medical services, fire departments, etc.
6. List of assigned roles for school personnel and district personnel as assigned by Principal
7. Local telephone directory
8. Recent list of students enrolled- staff listing
9. Recent list of students who ride buses, given by bus route and number
10. Three flashlights

MCCREARY COUNTY SCHOOLS MONTHLY REPORT OF SAFETY DRILLS AND INSPECTIONS

FIRE DRILLS (2 the first 2 weeks, 1 each month thereafter) Please Indicate Date And Time Required			
<u>AUG.</u>		<u>JAN.</u>	
<u>SEPT.</u>		<u>FEB.</u>	
<u>OCT.</u>		<u>MAR.</u>	
<u>NOV.</u>		<u>APR.</u>	
<u>DEC.</u>		<u>MAY</u>	

TORNADO DRILLS (4 each year) Please Indicate Date and Time Required			
<u>SEPT.</u>		<u>MAR.</u>	
<u>FEB.</u>		<u>APR.</u>	

EARTHQUAKE DRILLS (2 each year) Please Indicate The Date And Time Required	
<u>SEPT.</u>	
<u>FEB.</u>	

LOCKDOWN DRILLS (2 each year) Please Indicate The Date And Time Required	
<u>FIRST SEMESTER</u>	
<u>SECOND SEMESTER</u>	

CHEMICAL HYGIENE INSPECTION (2 each year) Please Indicate Date	
<u>FIRST SEMESTER</u>	
<u>SECOND SEMESTER</u>	

BUILDINGS, GROUNDS, AND EQUIPMENT SAFETY INSPECTIONS (1 each month) Please Indicate Date			
<u>AUG.</u>		<u>JAN.</u>	
<u>SEPT.</u>		<u>FEB.</u>	
<u>OCT.</u>		<u>MAR.</u>	
<u>NOV.</u>		<u>APR.</u>	
<u>DEC.</u>		<u>MAY</u>	

SCHOOL NAME: _____
 PRINCIPAL: _____