

Central School District #104

2009 – 2010

Crisis/Safety Plan



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Crisis Management Team

Central School Crisis Team Members are:

Mr. Steve Amizich, Superintendent
Ms. Dawn Elser, Principal
Mr. Don Jerashen, Head Custodian
Mr. Matt Lauer, Custodian
Mrs. Cassy Shelton, Special Ed. Coordinator
Mrs. Mary Hall, Social Worker
Mrs. Kira Carper, Nurse
Mrs. Kara Yung, Teacher
Mrs. Robin Haynes, Teacher
Mrs. Jennifer Isaacs, Teacher
Mrs. Nancy Baim, Teacher
Mrs. Dana Mueller, Teacher
Officer John Stover, School Resource Officer

Central Community Crisis Team Members are:

Mr. Steve Amizich, Superintendent
Ms. Dawn Elser, Principal
Mr. Don Jerashen, Head Custodian
Mr. Matt Lauer, Custodian
Mrs. Cassy Shelton, Special Ed. Coordinator
Mrs. Mary Hall, Social Worker
Mrs. Kira Carper, Nurse
Mrs. Kara Yung, Teacher
Mrs. Robin Haynes, Teacher
Mrs. Jennifer Isaacs, Teacher
Mrs. Nancy Baim, Teacher
Mrs. Dana Mueller, Teacher
Officer John Stover, School Resource Officer

Mrs. Kim Haverkamp, Board Member

Mr. Todd Wobbe, School Board President, will be immediately contacted and notified of any crisis. He will be responsible for notifying and contacting other board members.

Emergency Telephone Numbers

American Red Cross	618.397.4600
Director of Maintenance	Don Jerashen 618.632.6336 ext. 158
Director of School Security/Transportation	Steve Amizich – 618.632.6336 ext. 105
Electrical Power (Ameren IP)	800.755.5000
Emergencies	911
Emergency Rooms	Memorial 618.233.7750 ext. 5840 St. Elizabeth's 618.234.2120
Environmental Consultants	Jeff Faust 618.343.3590 cell 618.262.1272 Jim Yasitis 618.343.3590
Fire Department	618.624.4545
Gas Company (Ameren IP)	800.755.5000
Local Hospitals	Memorial 618.233.7750 St. Elizabeth's 618.234.2120
Mental Health Board	618.277.6022
Newspapers	Belleville News Democrat 618.234.1000 O'Fallon Progress 618.632.3643
Poison Control Center	800.942.5969 or 312.906.6185
Police Department	618.624.4545
Protective Services (DCFS)	Hot Line: 800.252.2873 Investigations: 618.583.2100
Public Health Department	618.233.7703
School Attorney	Garrett Hoerner 618.235.0020
School Nurse	JoAnn Schneider 618.632.6336 ext. 107 Darrell Gregory 618.632.6336 ext. 110
School Resource Officer	John Stover Cell Phone 618.971.7490
School Social Worker	Mary Hall 618.632.6336 ext. 106 Shakeita Clayton 618.632.6336 ext. 160
Superintendent's Office	618.632.6336 ext. 105
Telephone Line Trouble	Lori Oladipo 800.451.1271 ext. 32930 Hursey Telecom 618.622.0000
Weather Bureau	618.644.5533

Crisis Kits

There will be 4 crisis kits located at different places throughout Central School. The kits will be located in:

1. Main office
2. Nurse's office
3. Athletic office in the gym
4. Janitor's closet in the north end of the building

Each crisis kit will contain the following:

Waterproof Tape	Oral Airways
Antibiotic Ointment	Ammonia Inhalants
Alcohol Pads	Antiseptic Wipes
Blood Pressure Kit	Disposable Gloves
Penlight	Assorted Bandages
Emergency Blanket	First Aid Guide
Eye Wash	Hydrogen Peroxide
Instant Cold Packs	Kelly Forceps
Mouth-to-Mouth Resuscitator	Trauma Dressing
Oval Eye Pads	Iodine Wipes
Scissors	Splinter Forceps
Assorted Sterile Pads	Sterile Burn Sheet
Stethoscope	Insect Sting Swabs
Gauze Bandages	Surgi Pads
Biohazard Waste Bag	Antimicrobial Skin Wipes

A crisis kit will accompany students during an evacuation, field trip, and during a crisis situation.

Glossary of Terms

Buddy System – Two classes that are partnered for evacuation of the building.

CMT – Crisis Management Team

CRT – Community Relations Team

Lock Down – lock all building doors. Students are moved away from windows and doors. Teachers will place emergency cards under doors to signal status of students in classroom.

Red= Someone is hurt/help needed

Yellow= Students are missing from room

Green= Everyone is safe

Clear the room – procedures developed by teachers to clear their room of students in an expedient manner

Severe Weather *Watch*: Forecast of severe weather in area; normal activities continue; no school wide announcement; principal or designee monitor the situation.

Severe Weather *Warning*: Severe and dangerous weather approaching. Be prepared.

Emergency Management Kit: Survival Kit which includes first aid supplies, bottled water, and nonperishable food items.

Personal Injury Prevention

The safety program coordinator and Crisis Management Team supervise an on-going program for identifying and evaluating unreasonable risks.

- ✓ A supervision schedule is in place to ensure students are appropriately supervised.
- ✓ Facilities and equipment that poses an unreasonable risk to students are kept locked.
- ✓ Staff members are trained through an in-service to recognize dangerous conditions.
- ✓ Proper student behavior is maintained through our discipline policies that are in place.
- ✓ Substitute teachers are required to meet the requirements set up through the Regional Office of Education to ensure their competency.
- ✓ Teachers and coaches are trained to evaluate each student's capacity to do a specific activity without exposing the student to unreasonable risk of injury.
- ✓ Activities are appropriately demonstrated. Instructions are appropriate and clear and safety rules are emphasized.
- ✓ Teachers and coaches are trained to warn students of the dangers of incorrectly performing an activity. Any warnings are documented.
- ✓ Students are taught appropriate behavior toward strangers through our Character education curriculum.
- ✓ A maintenance schedule is in place to ensure facilities and equipment are properly maintained.
- ✓ Staff members are encouraged to fill out a maintenance request if facilities are inappropriate, in need of repair or defective.
- ✓ The maintenance man investigates maintenance request and reports them to an administrator.
- ✓ Warning signs or labels and safety rules are posted wherever necessary to ensure safety.
- ✓ Protective eye devices are provided by the district and worn by all students, staff and visitors when participating in or observing any activity that may be hazardous to unprotected eyes.

Site Based Safety Plan Checklist

- ✓ The principal has a copy of the comprehensive evacuation map in the principal's office.
- ✓ Signs are posted containing the main and alternate evacuation routes for each occupied area.
- ✓ A copy of the plan for outside evacuation is located in the principal's office.
- ✓ All staff members have been given a copy of the evacuation map.
- ✓ Safety drills are scheduled and executed by the principal.
- ✓ There is a copy of the names and phone numbers of all staff and students in the principal's office. The Alertnow emergency system we use also contains this information.
- ✓ A map of the building is kept in the principal's office. A copy of the building map has been given to local law enforcement, fire department and emergency medical services.
- ✓ A tornado response plan is set up and a map showing the location of the tornado walls is in the District Crisis Plan.
- ✓ A map showing the location of first aid kits, AED's and fire extinguishers is located in the District Crisis Plan and in the principal's office
- ✓ A safety equipment maintenance schedule is located in the District Crisis Plan.
- ✓ The safety maintenance request form is located in the maintenance office.
- ✓ It is our policy never to dismiss early.
- ✓ A plan describing the areas to be used in the event of crisis for triage, helicopter landing, non-victim students and parents is located in the District Crisis Plan.
- ✓ The hot line number for students to report anonymous tips is posted in the social workers office and is also located in the District Crisis Plan.
- ✓ The plan for supervision or duty schedule is located in the principal's office.
- ✓ The safety patrol program is maintained by the City of O'Fallon.
- ✓ The bike safety rules are located in the student handbook.
- ✓ Parking rules and routines and parent drop off and pick-up procedures are listed in the student handbook, are announced to parents at Open House and are reinforced through articles in the newsletter.
- ✓ The procedures for student illness and injuries are listed in the student handbook.
- ✓ A plan for giving students safe school bus riding practices is located in our PBIS "Cool Tools."
- ✓ Safety-related procedures and forms are located in the District Crisis Plan.

Items to Watch for After/During Stressful Situations

Physical	Cognitive	Emotional
Nausea	Slowed thinking	Anxiety
Upset stomach	Difficulty making decisions	Fear
Tremors (lips, hands)	Difficulty in problem solving	Guilt
Feeling uncoordinated	Confusion	Grief
Profuse sweating	Difficulty calculating	Depression
Chills	Difficulty concentrating	Sadness
Diarrhea	Seeing the event over and over	Feeling hurt
Chest Pain (should be checked by hospital)	Disorientation (especially to place and time)	Feeling abandoned
Rapid heartbeat	Distressing dreams	Anger Irritability
Rapid breathing	Poor attention span	Startled
Increased blood pressure	Difficulty naming common objects	Shocked
Headaches		Feeling numb
Muscle aches		Worry about others
Sleep disturbance		Wanting to hide
		Wanting to limit contact with others

Evacuation Partner Facility Form

If it becomes necessary to evacuate the school building(s), the Principal in consultation with the school Superintendent, may decide to transport the students and staff to another location. The designated location is listed below.

This partnership is designed to avoid the problems and liability of dismissing and sending young children home early without proper supervision. This decision will be influenced by many related conditions at the time of the incident – including the time of day, season of the year, urgency of the evacuation, and weather or civil conditions in the community.

The receiving location will use the common area to house the evacuated students for the remainder of the school day. Bus schedules must be adjusted to accommodate these circumstances.

Evacuation Facility Information

Location: _____ Wehrenberg Theater _____

Principal: _____ Dawn Elser _____

Telephone: _____ 632-6336 Ext 120 _____

Fax: _____ 632-0870 _____

Capacity: _____

Route to Facility:

Crisis Checklist

Day 1

In the event of a serious accident, sudden death, or similar event:

- Direct staff and others not to repeat information until verification is obtained
- Notify superintendent
- Convene Crisis Response Team and assign duties
- Notify building support staff, such as counselors, psychologists, and social workers
- Inform closest friends of the affected student and provide support
- Prepare formal statement or announcement
- Announce time and place of emergency staff meeting
- Identify other/additional students, staff, and parents likely to be most affected by news
- Assess need for additional community resources
- Make official announcement
- Hold emergency staff meeting
- As needed, assign team members and other staff to monitor grounds
 - Notify parents
 - Support staff
 - Collect student belongings, and
 - Withdraw student from school rolls.

Day 1 Staff Meeting

At the first meeting during a school crisis:

- Pass around a photograph of the deceased/injured student to familiarize staff with the student
- Review the facts of the crisis and dispel rumors
- Help staff members process their response to the situation
- Describe the feelings that students may experience and suggest how teachers might handle specific situations
- Provide guidelines for helping students who are upset
- Encourage teachers to allow for expressions of grief, anger, etc., in the home or class when the announcement is received or in other classes throughout the day
- Emphasize the acceptability/normalcy of a range of expressions
- The guiding principle is to return to the normal routine as soon as possible within each class and within the school
- The structure of routing provides security and comfort to all members of the school community
- Encourage staff to dispel rumors whenever possible and discourage any “glorifications” of the event (especially in case of suicide)

Crisis Checklist Day 2

- Gather facility members and update on any additional information/procedures
- In case of death, provide funeral/visitation information if affected family has given permission
- Identify students in need of follow-up support and, in accordance with the school's crisis response plan, assign staff members to monitor the most affected students:
 - Coordinate any ongoing counseling support for students on campus
 - Announce ongoing support for students with place, time, and staff facilitator
 - Notify parents of affected students regarding community resources available to students and their families

Resolution of the Crisis

- Convene crisis response team for debriefing as soon as possible:
 - Discuss success and problems
 - Discuss things to do differently next time
- Allow staff opportunity to discuss feelings and reactions

Long-Term Evaluation

- Provide list of suggested readings to teachers, parents, and students
- Amend crisis response procedures as necessary
- Be alert on crisis anniversaries and holidays. Often students will experience "anniversary" grief reaction the following month or year on the date of the crisis, or when similar crises occur that remind them of the original crisis
- Holidays, too, are often difficult for students who have experienced loss

Weapons Situation

Checklist:

- Assess the situation
- Place school in lock down, if necessary
- Notify police
- Gather information
- Isolate individual or suspect
- Do not use force or touch the person or weapon
- Remain calm
- Tell an Administrator what the situation is
- Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear
- After immediate situation is resolved, hold emergency staff meeting before staff members leave for the day
- Refer media questions to the Community Relations Team

Handling a Weapon-Wielding Student

- Evacuate the area
- Contact 911
- Evaluate the perpetrator
- Isolate
- Negotiate
- Remain calm
- Get help
- Don't threaten
- Keep a safe distance
- Avoid abrupt sporadic movements

Fire-Arson-Explosives

- Sound alarm and evacuate building
- Call 911 and ask for required emergency services
- Determine if there are any serious injuries and report such injuries to necessary rescue personnel
- Arrange transportation if early dismissal from school is required
- Determine building status for return of classes
- Call emergency staff meeting
- Send letter for parents home with students

Bus Accidents

- In the event of a school bus accident to or from school, first determine whether or not help is on the way.

If help is not on the way:

- Call police, fire, or rescue as indicated by nature of accident
- Notify all administration
- Notify parents/guardians on emergency card

If help is on the way:

- Notify parents/guardians on emergency card
- Send a "calm" staff member to observe the situation and provide sign out sheet for parents to pick up child on site
- Direct media/press to the civil authorities in charge

Child-napping/Lost Child

- Telephone police
- Call Superintendent's office
- Notify parents of child
- Identify team to work on the crisis while rest of school maintains routine
- Search school building and grounds
- If child napping, try to obtain description of suspect
- When child is found, contact Superintendent
 - Notify teacher
 - Fill out crisis team report
- Prepare memo to inform staff and parents of incident and actions taken
- Arrange for counseling for staff and students, if necessary
- Call emergency staff meeting

Specifics:

- Immediately after it has been determined that a child has been lost/taken, contact the police
- Call the Superintendent's office to report the incident
- Contact the parents of the child involved. Establish a communication plan with them, if necessary
- Identify a team to work on the crisis. Designate personnel to deal with phone communications, etc. and other administrative staff to assist as appropriate
- If the incident occurs during the school day, classroom routine should be maintained
- Pull the school picture of the child and obtain a full description of the child (including clothing) to assist police
- Conduct immediate search of school building and grounds
- In cases of child-napping, obtain from witnesses a description of the suspect
- When a child is found, contact the Superintendent's Office, notify teacher and fill out the Crisis Team Report
- Prepare a memo to staff outlining the situation. Give factual information, as appropriate, to allow them to respond to students' questions knowledgeably. Prepare an appropriate memo to parents
- If appropriate, arrange for counseling assistance for students and staff
- Call emergency staff meeting

Preventative activities which may help avoid child-napping situations are as follows:

- School secretary should have at her desk a list of students who are not to be released to anyone except a particular parent or guardian
- Emergency cards of such students should be tagged
- Before releasing a child to anyone except a parent or guardian on the list, the school secretary should check with the custodial parent and/or guardian for approval; a record of the time and date of phone approval should be made and kept

Aircraft Disaster

1. Immediate actions:
 - a. Call 911
 - b. Contact Administration
 - c. Notify the CRT
 - d. Utilize emergency exit plan to maximize the safety of students
 - e. Students and staff should exit away from the crash scene. Uphill and upwind from the crash
 - f. Provide treatment and removal of injured persons from the building
 - g. Account for all students/staff and determine extent of injuries

Administration Responsibilities during a Crisis:

- Advise staff to seek shelter immediately in designated area
- Check for and provide care for injured
- Communicate with students, staff, and parents regarding the status of the situation
- Determine the status for a safe return to class or possible dismissal
- Inform media of situation

Teachers and Staff Responsibilities during a Crisis:

- Remove classes to a safe designated area outside of the building
- Ensure all students are accounted for by taking a roll call
- Have immediate access to the contents of the "Emergency Management Kit"

Angry Parent

1. Immediate actions:
 - a. Obtain safety and effective communication
 - b. Remain calm
 - c. Keep reasonable distance
 - d. Meet in a neutral location with another staff member present
2. Preventative Measures:
 - a. Have a clear plan of operation and stick with that plan
 - b. Be alert to patterns of stress and agitation in parents
 - c. Be familiar with information provided regarding managing a potentially dangerous person
 - d. Have staff aware of the importance of their presence in all unstructured times of the day

Administration Responsibilities during a Crisis:

- Assist parent with “How can I help you” attitude
- Diffuse the situation and remain calm
- Be courteous and confident
- Remain Calm
- Do not touch

Teachers and Staff Responsibilities during a Crisis:

- Assess and evaluate
- Contact Administration
- Have another adult (teacher) with you

Asbestos Release

1. Immediate actions:
 - a. Evacuate the immediate area
 - b. Call the Environmental Consultants Phone: 618.343.3590
 - c. Seal off the affected area and close all windows and doors
 - d. Instruct the building engineer to shut down the ventilation system
2. Preventative Measures:
 - a. Have building inspected and have asbestos removed during summer vacation.
 - b. Provide staff with information on asbestos and the responsibilities that are required with any contact of it.

Administration Responsibilities during a Crisis:

- Evacuate area
- Contact maintenance personal
- Contact CMT
- Ensure the affected area is sealed off and doors are locked and closed
- Note all persons who were in area
- Hold all staff meeting to increase communication and knowledge on circumstance

Teachers and Staff Responsibilities during a Crisis:

- Evacuate the immediate area
- Seal off area by closing doors when exiting
- Notify Administration
- Note all persons who were in area

Bomb Threats

1. Procedure for Phone Threats
 - a. Listen to the message without interrupting the caller
 - b. Write down the message, noting time of call, unusual background noises, estimated age of caller
 - c. Try to keep the caller talking and use the bomb threat checklist
 - d. Record the number from caller ID and keep the lines open when the caller disconnects
 - e. If you are unable to use caller ID you can try *69
 - f. Immediately notify the administrator in charge of the call and content of the message
 - g. If a suspicious device is discovered let the administrator know
 - h. Under no circumstances attempt to touch or move the device
2. Preventative Measures:
 - a. Provide a list of people in the building who have cell phones
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training.
3. Provide staff with information on situation as new information comes available

Administration Responsibilities during a Crisis:

- Evaluate the bomb threat area and determine if building evacuation is called for. It is advisable to take every threat seriously
- If threat is deemed valid:
 - Call 911 advise building is being evacuated because of a bomb threat
 - Activate CMT (they should respond to a present staging area)
 - Classes will be notified by a CMT member physically contacting each room. If the bomb threat is not a drill, simply include the statement – “***Please proceed with procedures from emergency plan.***”
 - Once students are evacuated – move students back an additional 200 feet. (If inclement weather make arrangements with evacuation point to house students)
- In consultation with police / fire officials determine when it is safe to reenter the school

Teachers and Staff Responsibilities during a Crisis:

- Upon receipt of notification to evacuate the school, conduct a limited search of classroom to determine if any strange or unknown objects are in the room. If students are in close proximity to their book bags / band instruments cases, have the students take them with them as they evacuate the building
- Proceed to your predestinated evacuation point with class roll book. (Utilize the buddy system)
- Cross reference missing kids with absent students
- Maintain control of students and advise CMT member of any missing children
- Maintain class integrity after the evacuation. Remaining calm helps students feel safer
- Limited search (plain view)
- If suspicious device or package is located during the limited search, steer students away during the evacuation
- Do not enter the school until directed to do so by a CMT member or by police / fire authority

In the event of a bomb threat is received, an attempt should be made to obtain the following:

- ✓ Note the phone number if you have caller ID: _____
- ✓ Description of the callers voice:
 - Male _____ Female _____ Race _____
 - Young _____ Middle Aged _____ Old _____
- ✓ Tone of the callers voice: _____
- ✓ Accent: _____
- ✓ Background Noise? : _____
- ✓ Familiar Voice? : _____

Bomb Threat Information to Record –

- ✓ Time/Date call was received: _____
- ✓ Exact Words from Caller: _____
 - When is bomb going to explode? _____
 - Where is bomb right now? _____
 - What kind of bomb is it? _____
 - What does the bomb look like? _____
 - What will cause it to explode? _____
 - Why did you place the bomb? _____
 - What is your name and address? _____

===== Do not hang up the phone =====

- ✓ Time caller hung up: _____
- ✓ Person receiving call: _____
- ✓ Are there any other details you can remember? _____
- ✓ Report information immediately to the Principal/Superintendent and call 911.

Building is Struck by a Tornado

1. Immediate actions:
 - a. Call 911
 - b. Ensure utilities are shut off
 - c. Determine who was injured and administer first aid
 - d. Carefully evacuate damaged areas
 - e. Notify CMT members
 - f. Administer first aid suggested by 911
1. Preventative Measures:
 - a. Obtain a school building inspection and inform staff of safest places to relocate students/staff in the building.
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training.
2. Provide staff with information on procedures necessary to keep everyone safe.

Administration Responsibilities during a Crisis:

- Advise staff to seek shelter immediately in designated area
- Bring students located outside of building into the main building
- Check for and provide care for injured
- Communicate with students, staff, and parents regarding the status of the situation
- Determine the status for a safe return to class or possible dismissal
- Inform media of situation

Teachers and Staff Responsibilities during a Crisis:

- Close windows and blinds
- Administer the “drop and tuck” procedures in designated areas of shelter with students
- Ensure all students are accounted for by taking a roll call
- Have immediate access to the contents of the “Emergency Management Kit”

Chemical Spill

1. Immediate actions:
 - a. Evacuate the immediate area
 - b. Call the Environmental Consultants Phone: 618.343.3590 to have chemical removed.
 - c. Seal off the affected area and close all windows and doors
 - d. Instruct the building engineer to shut down the ventilation system
 - e. Provide staff with information on the spilled chemical, possible treatment if direct contact, and symptoms/reaction to
2. Preventative Measures:
 - a. Keep contaminants in secure, locked place away from all students and staff

Administration Responsibilities during a Crisis:

- Evacuate area
- Contact maintenance personnel
- Contact CMT
- Ensure the affected area is sealed off and doors are locked and closed
- Note all persons who were in area
- Hold all staff meeting to increase communication and knowledge on circumstance

Teachers and Staff Responsibilities during a Crisis:

- Evacuate the immediate area
- Seal off area by closing doors when exiting
- Notify Administration
- Note all persons who were in area

Death: General Information

1. Immediate actions:
 - a. Call CMT meeting
 - b. Contact faculty as soon as possible via email or phone tree
 - c. Hold a faculty meeting as soon as possible
2. School Responsibility in the event of a death:
 - a. Provide staff with information on ways to deal with grief and all ways to help students and their families
 - b. Provide Grief Counselors on site to work with faculty and students

Administration Responsibilities during a Crisis:

- Contact and establish a meeting place with CMT as soon as possible
- Notify PCI team
- Hold a staff meeting as soon as possible. Review the procedures for the day, availability of support services, and referral process for at-risk students

Teachers and Staff Responsibilities during a Crisis:

- Watch and listen for students who show signs of emotional distress
- Provide students and parents with numbers of guidance counselors to help with their grief
- Be supportive of your students and fellow staff

Death of a Student on School Grounds

1. Immediate Actions:
 - Call 911
 - Notify Administration
 - Administration notify parents/guardians
 - Call CMT meeting
 - Notify faculty and hold a faculty meeting as soon as possible
2. School Responsibility in the event of a death:
 - Provide staff with information on ways to deal with grief and all ways to help students and their families
 - Make arrangements for Grief Counselors on site to work with faculty and students over the next couple of days

Administration Responsibilities during a Crisis:

- Contact and establish a meeting place with CMT as soon as possible
- Prepare a fact sheet giving accurate up-to-date information
- Hold a staff meeting as soon as possible. Review the procedures for the day, availability of support services, and referral process for at-risk students
- Notify all bus drivers by written memo to be alert for students that show signs of emotional distress. Provide contact number for bus drivers to use in order to reach a grief counselor for assistance
- Supply a school staff member, preferably a grief counselor or social worker, to ride the school bus of student that is deceased
- An administrator and Crisis Team member should visit the family at their home and offer assistance
- Hold faculty meeting to discuss following day procedures
- Prepare a letter of information regarding the funeral arrangements when available if affected family has given permission

Teachers and Staff Responsibilities during a Crisis:

- Provide students with general information regarding the death of a student
- Watch and listen for students who show signs of emotional distress
- Provide students and parents with numbers of guidance counselors to help with their grief
- Be supportive of your students and fellow staff

Death of a Staff Member on School Grounds

1. Immediate Actions:
 - a. Call 911
 - b. Notify Administration and other staff members
 - c. Administration should notify family members
 - d. Call CMT meeting
 - e. Notify faculty and hold a faculty meeting as soon as possible
2. School Responsibilities in the event of a death:
 - a. Provide staff with information on ways to deal with grief and how to help students and their families
 - b. Provide staff members, students, and parents of the following school day's procedures
 - c. Provide staff with immediate grief counseling
 - d. Make arrangements for Grief Counselors on site to work with faculty and students over the immediate school days

Administration Responsibilities during a Crisis:

- Contact and establish a meeting place with CMT as soon as possible
- Prepare a fact sheet giving accurate up-to-date information
- Hold a staff meeting as soon as possible. Review the procedures for the day, availability of support services, and referral process for at-risk students
- Prepare a letter of information regarding the funeral arrangements when available

Teachers and Staff Responsibilities during a Crisis:

- Provide students with general information regarding the death of the teacher
- Watch and listen for students who show signs of emotional distress
- Provide students and parents with numbers of guidance counselors to help with their grief
- Be supportive of your students and fellow staff

Disaster School Wide

1. Immediate actions:
 - a. Call 911
 - b. Call the CMT members
 - c. Administer first aid suggested by 911
2. Preventative Measures:
 - a. Obtain a school building inspection and inform staff of safest places to relocate students/staff in the building
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training
3. Provide staff with information on procedures necessary to keep everyone safe

Administration Responsibilities during a Crisis:

- Call 911 and SRO officer
- Obtain information on extent of damage
- Get word to all students and staff who are outside building
- Evacuate using fire alarm or move students to safe areas in building
- Assign one adult to supervise others in attending to injured
- Assign staff member to assist rescue personnel
- Arrange for dismissal of students
- Handle all distribution of information to public through CRT
- Call emergency staff meeting

Teachers and Staff Responsibilities during a Crisis:

- Damage: Inspect extent of damage and injuries
- Evacuation:
 - If there is no danger outside the building, use fire alarm to evacuate building
 - Safe areas: Identify areas away from problem area and route to be taken by classes in going to safe areas
 - Designate which classes/groups of students should go to which area
- Attend to Injured: Assign free adults to attend to injured, with one adult designated as “in charge”
- Meet Rescue Personnel: Staff members will direct rescue personnel to problem area and assist in providing access as needed by rescue personnel including head custodian
- Dismissal:
 - Arrange transportation for students with the bus company
 - Follow emergency closing procedures for students and inform Latchkey of plans for dismissal
 - Contact local broadcast stations, phone system and update school website to inform the public of the emergency closing procedures
- Information:
 - Consider briefly summarizing the situation for all students and adults prior to dismissal by intercom or by informing teachers and letting them explain to students
 - If time permits, prepare a written memo to parents detailing the situation and how it was handled, including a plan for follow-up, to be sent home with students or distributed the following day
 - Direct all questions to the CRT
 - Attend emergency staff meeting

Earthquake

1. Immediate actions:
 - a. Utilize emergency exit plan to maximize the safety of students
 - b. Call 911
 - c. Assess the situation
 - d. Provide treatment and removal of injured persons from the building

Administration Responsibilities during a Crisis:

- Advise staff to seek shelter immediately in designated area
- Check for and provide care for injured
- Communicate with students, staff, and parents regarding the status of the situation
- Determine the status for a safe return to class or possible dismissal
- Inform media of situation

Teachers and Staff Responsibilities during a Crisis:

- Instruct students to get under nearest object (ex. Desks, tables) and cover heads
- Assist anyone who may have been injured
- Have immediate access to the contents of the "Emergency Management Kit"

Tips For Earthquake Safety

- 1) Most everyone who simply 'ducks and covers' when buildings collapse are crushed to death. People who get under objects, like desks or cars, are crushed.
- 2) Cats, dogs and babies often naturally curl up in the fetal position. You should too in an earthquake. It is a natural safety/survival instinct. You can survive in a smaller void. Get next to an object, next to a sofa, next to a large bulky object that will compress slightly but leave a void next to it.
- 3) Wooden buildings are the safest types of construction to be in during an earthquake. Wood is flexible and moves with the force of the earthquake. If the wooden building does collapse, large survival voids are created. Also, the wooden building has less concentrated, crushing weight. Brick buildings will break into individual bricks. Bricks will cause many injuries but less squashed bodies than concrete slabs.
- 4) If an earthquake happens and you cannot easily escape by getting out the door or window, then lie down and curl up in the fetal position next to a sofa, or large chair.
- 5) Most everyone who gets under a doorway when buildings collapse is killed. How? If you stand under a doorway and the doorjamb falls forward or backward the ceiling above will crush you. If the door jam falls sideways you will be cut in half by the doorway. In either case, you will be killed!
- 6) Get Near the Outer Walls of Buildings Or Outside Of Them if possible. It is much better to be near the outside of the building rather than the interior. The farther inside you are from the outside perimeter of the building the greater the probability that your escape route will be blocked.

Fighting

Violence between two or more students – physical fighting

1. Immediate actions:
 - a. Obtain safety and effective communication
 - b. Call the parents
 - c. Proceed with mobilization and containment
 - d. Administer first aid as needed
2. Preventative Measures:
 - a. Have a clear plan of operation and stick with that plan.
 - b. Be alert to patterns of stress and agitation in students. All teachers need to be aware of which students have triggers, what they are and how to handle them safely.
 - c. Be familiar with information provided regarding managing a potentially dangerous person.
 - d. Have staff aware of the importance of their presence in all unstructured times of the day.
3. Provide staff with information on our PBIS program to decrease confrontation between students.

Administration Responsibilities during a Crisis:

- Train staff on correct and safe responses to fights
- Follow-up fights with office visits of those involved
- Give appropriate punishment to students
- Contact parents of involved students and explain their child's punishment
- Provide social work to involved students after punishments have been served to help deal with anger management and may even provide some type of community service

Teachers and Staff Responsibilities during a Crisis:

- Intervening and managing physical altercations and/or fights require making a judgment call. There may be several goals at one time and individual circumstances will determine the priorities of your interventions
- Assess and evaluate
- Dismiss the crowd and ensure the safety of the students
- Call for help in managing the incident
- Focus on diffusing the fight
- Remove participants to neutral locations
- Attend to medical needs
- Obtain identification
- Describe events in writing
- Report incident to police
- Provide counseling

Fire/Arson/Explosives

1. Immediate actions:
 - a. Sound alarm and evacuate building
 - b. Call 911
 - c. Determine all students and staff are accounted for
 - d. Determine if there are any serious injuries. The students and staff are accounted for by using the green, yellow and red cards. The nurse wears a blue vest and the principal wears an orange vest.
2. Preventative Measures:
 - a. Provide opportunities for fire drills to ensure knowledge
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training
3. Provide staff with information on evacuation drills and reminders to keep students as calm as possible

Administration Responsibilities during a Crisis:

- Sound Alarm and evacuate building if serious threat of danger. Prior arrangements must be made for the evacuation of any students or staff members requiring assistance
- Call 911 and ask for required emergency services
- Make necessary arrangements for transportation
- Be prepared to stay with students who may not have a competent adult to supervise
- Use a portable bullhorn to keep staff informed who have evacuated the building
- Prepare written memo for staff to advise follow-up procedures. Send letters home with students
- Call emergency staff meeting
- Brainstorm with CRT members a place to hold school until building is repaired
- Keep roads open for emergency vehicles

Teachers and Staff Responsibilities during a Crisis:

- Close all windows and doors
- Turn off lights
- Evacuate building, at least 300 ft. from structure, if serious threat of danger. Be prepared to assist in the evacuation of any students or staff members requiring assistance
- Take roll
- Render first aid if necessary
- Wait and follow further instruction from Superintendent and/or Administration
- Line up in grade level clusters
- Teachers are responsible for making sure other teachers in grade level are accounted for
- Teachers who have a teacher's assistant or individual care aide are responsible for making sure they are accounted for
- Specials teachers please make sure other teachers are accounted for (PE, music, art, computers)
- Close all doors
- Tell kids who are in the bathroom to go out of building to meeting spot not back to classroom
- Hold up green card if entire class is accounted for
- Hold up yellow card if a student is missing and not accounted for
- Hold up red card if someone is injured
- Specials teachers are responsible for the class and the students they have at the time
- All classes will line up in the back of the school along the fence along Central Ave. (close to playground)
- Gloria or Annette will take the visitor log and attendance log
- Virginia will take out her laptop so we can access student data

Gas Leak

1. Immediate actions:
 - a. Evacuate building immediately. Get students a safe location away from the building
 - b. Turn off main gas valve
 - c. Contact Ameren IP: 800.755.5000
 - d. Contact Fire Department: 618.624.4545

Administration Responsibilities during a Crisis:

- Evacuate school
- Contact maintenance personnel
- Contact CMT
- Get assistance to anyone who may have been affected by the leakage
- Keep regular updates on the situation

Teachers and Staff Responsibilities during a Crisis:

- Evacuate the building
- Notify Administration
- Note all persons who were in area

Hostage

1. Immediate actions:
 - a. Call 911
 - b. Instigate a code red lock down. The principal makes an all call announcement over the intercom system informing everyone we are in lock down situation.
 - c. The staff slips the green, yellow or red card under the door and into the hallway to inform police of the status of their room.
 - d. Administer first aid suggested by 911 operator
2. Preventative Measures:
 - a. Provide a list of important numbers and a map of building in several locations of the building.
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training.
 - c. Keep the building as locked and secure as possible every minute of each day.
3. Provide staff with information on procedures as crisis continues.

Administration Responsibilities during a Crisis:

- Contact 911
- Instigate a code “red” lockdown
- After police arrive if the danger is confined, orderly evacuation away from the danger may occur
- Police assume control of incident and negotiations
- Instruct person answering the phone to direct all requests to Public Information Office
- Keep telephone lines open for police
- Provide information to police about the building layout and what is known about the background of the hostage-taking
- Provide a statement to be read by the individuals who will be answering the phones. All other inquires will be handled by the Public Information Office

Teachers and Staff Responsibilities during a Crisis:

- Go into code “red” lock down. The more closely contained the intruder can be kept, the less danger there is to others and the easier it is for the police to apprehend the individual
- Under no circumstances should a student or staff member be released until a police officer releases you from the crisis
- All staff should be available to share their knowledge of the facilities, interiors of the rooms, room arrangements, anecdotal information about reasons for the hostage-taking, precipitating events, etc.

Intruder

1. Immediate actions:
 - a. Call 911
 - b. Instigate a code “red” lock down. The principal makes an all call announcement over the intercom system informing everyone we are in lock down situation.
 - c. The staff slips the green, yellow or red card under the door and into the hallway to inform police of the status of their room
 - d. Administer first aid suggested by 911 operators.
2. Preventative Measures
 - a. Require badges and check in at the office for all guests in building.
 - b. Secure all doors. Doors are to be locked at 8:00 every day and remain locked throughout the day.
 - c. Provide staff with information on the importance of following procedures of trespassers in our building.

Administration Responsibilities during a Crisis:

- Contact 911
- Instigate a code “red” lockdown
- After police arrive if the danger is confined, orderly evacuation away from the danger may occur
- Police assume control of incident and negotiations
- Instruct person answering the phone to direct all requests to Public Information Office
- Keep telephone lines open for police
- Provide information to police about the building layout and what is known about the background of the intruder
- Provide a statement to be read by the individuals who will be answering the phones. All other inquires will be handled by the Public Information Office

Teachers and Staff Responsibilities during a Crisis:

- Go into code red lock down. The more closely contained the intruder can be kept, the less danger there is to others and the easier it is for the police to apprehend the individual
- Under no circumstances should a student or staff member be released until a police officer releases you from the crisis
- All staff should be available to share their knowledge of the facilities, interiors of the rooms, room arrangements, anecdotal information about reasons for the intruder, precipitating events, etc.

Out of Control Student

1. Procedures:

- a. At the beginning of each year, each teacher is to develop a “**CLEAR the Room**” procedure. This procedure includes step-by-step instructions of what to do should a student begin to throw things or attack other students or staff
- b. **CLEAR the Room**” procedures should state to which teacher the students should report.
- c. The receiving teacher will notify the office immediately
- d. The teacher must stay with the disruptive student until assistance arrives
- e. Students will not return to their classroom until notified by the sending teacher
- f. Each classroom will need to develop communications based on what is available

2. Preventative Measures:

- Teach students coping skills to deal with their anger
- Provide social work time to those students who need help expressing their feelings
- Provide a consistent and fair learning environment for all students who know what is expected of him or her

Administration Responsibilities during a Crisis:

- Respond to the classroom as soon as possible
- Assist the teacher with the student
- Involve other staff if necessary
- Call 911 if the situation does not abate
- Review each plan and require that the plan be practiced so all students will know what to do

Teachers and Staff Responsibilities during a Crisis:

- With your team teachers make a plan for a “**CLEAR the Room**” plan
- Develop an alternative plan for when the receiving teacher is not in the room
- Instruct your students to their roles if “**CLEAR the Room**” plan is implemented
- Stay with your out-of-control student

Power Failure/Lines Down

1. Immediate actions:
 - a. Contact Ameren IP: 800.755.5000
 - b. Notify Maintenance
 - c. Notify the staff of the situation
 - d. Have an adult in the area of the downed lines to prevent children and other people from going near them
2. Preventative Measures:
 - a. Keep trees trimmed from power lines

Administration Responsibilities during a Crisis:

- Contact Ameren IP
- Contact Maintenance
- Assess the situation
- Notify staff of the situation and keep them updated on when power will be restored
- Assign an adult to stand near down lines until help arrives

Teachers and Staff Responsibilities during a Crisis:

- Keep students away from the down lines
- Keep students as calm as possible and keep the routines as familiar as possible
- Due to lack of lighting, keep bathroom breaks to a minimum
- Continue to be aware of updates from office as to what is expected from you for the safety of your students

Rape

When a school is notified that a rape occurred to a student or staff member, the crisis response team and the school must protect the identity and right to privacy of the rape survivor and the alleged perpetrator. News of the incident should be contained as much as possible. Appropriate response by school staff will be directed at minimizing the fear of fellow students and quelling the spread of rumors. As opposed to convening a crisis response team meeting and alerting the student body, services provided to the victim and his/her family should be kept confidential and should be coordinated with outside providers, such as a rape crisis team or hospital emergency room.

RAPE ONLY BECOMES A CRISIS TO BE MANAGED BY SCHOOL STAFF WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:

- A rape occurs on campus
- A member of the rape survivor's family requests school intervention
- The rape survivor's friends requests intervention
- Rumors and myths are widespread and damaging
- Students witness police action or emergency service response

When one or more of the above conditions exists, the following should be implemented:

- Direct the person providing the information not to repeat it elsewhere in the school
- If the rape occurred on campus, notify the appropriate law enforcement office and/or local rape crisis team
- If the office staff members heard the report, tell them not to repeat or give out any information within or outside the school unless they are specifically told to do so
- Designate the CRT member closest to the victim to talk to him/her about the types of support he or she and the closest friends need, and the rape survivor would like to provide that support
- Provide space in the school for the rape survivor and identified peers to receive support services. Provide necessary passes to release these students from class to receive services

Rape is a crime of violence.

- For the rape survivor, it often is an experience of fear, loss of control, humiliation and violence
- Rape survivors may experience a full range of emotional reactions
- It is extremely beneficial for rape survivors to seek emotional support regarding the assault

Procedure:

1. Immediate actions:
 - a. Call 911
 - b. Call the CRT team
 - c. Administer first aid suggested by 911
 - d. Call social service agencies
2. Preventative Measures:
 - a. Provide a list of important numbers for staff on Rape victims
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training.
3. Provide staff with information on available social service

Rape Response Checklist:

School involvement in incident due to:

- Rape occurrence on campus
- Survivor's family requests school intervention
- Survivor's friends request intervention
- Rumors and myths are widespread and damaging
- Students witness police/emergency services
- Information provider/recipients enjoined not to repeat information elsewhere
- Steps taken to protect survivor's identity and right to privacy
- Law enforcement and rape crisis agency notified if appropriate
- CRT member closest to victim designated to talk with student and determine type of support and support provider desired
- Rape survivor encouraged to seek additional support from community rape crisis agency
- Space provided on site for rape survivor and identified peers to receive support services
- School services coordinated as appropriate and legal with outside service providers
- Action taken to quell rumors
- All records related to rape incident and services provided stored in confidential file

Shootings/Wounds/Attacks

1. Immediate actions:
 - a. Call 911
 - b. Call the CMT
 - c. Administer first aid suggested by 911
2. Preventative Measures:
 - a. Provide a list of important numbers suggested by social services
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training
3. Provide staff with information on signs of suicide

Administration Responsibilities during a Crisis:

- Assess the situation
- Call 911
 - Police/SRO
 - Ambulance
- Use emergency signal – code “red” lock down
- Establish a command post with several telephones available
- Implement first aid procedures until rescue service arrives
- Keep a written log of events
- Prepare a written memo for staff and parents
- Implement necessary follow-up activities
- Call emergency staff meeting

Teachers and Staff Responsibilities during a Crisis:

- Notify the police, and other emergency staff
- Listen for follow-up announcements which will be necessary to keep everyone informed
- Direct rescue personnel to injured and give any required assistance
- Assist in checking in/out students as parents arrive to pick up
- Keep record of all significant events, actions, and individuals that are involved

Suicide Threats

Specifics:

- Notify the police, and other emergency staff
- Determine if the perpetrator is still on premises – determine number of victims and identify witnesses
- The emergency signal to staff should convey the seriousness of the situation. Follow-up announcements will be necessary to keep everyone informed. Prepare a general statement of the facts
- Establish a command post to handle the load of the CRT and to direct the press and concerned members of the community to the Public Information Office
- Implement necessary first aid procedures through trained staff. Direct rescue personnel to injured and give any required assistance. Designate staff members to accompany victim(s) in ambulance
- Delegate staff members to give all required assistance to checking in/out students as parents arrive at command post
- Identify a place where a log of events is to be kept. Record all significant events, actions, and individuals that are involved
- Keep staff informed through an e-mail or emergency staff meeting. Parents need to be informed through a letter sent home with students
- Follow-up management should be well delegated. Crisis counseling for students and staff may be needed and security needs and concerns should be addressed and considered. All staff will assist in restoring building to its normal state. Reopen school as soon as possible

Referral:

- Go to Member of Crisis Team
 - Students at risk can self-refer or be referred to the crisis team by school staff, parent, friend, neighbor, and/or other person from the community. Students at risk range from those talking of hopelessness, to those writing poems with suicidal intent, to students telling someone of planning to harm themselves
- Team Consult
 - Designate Case Manager, Gather Information
 - The team members gather to designate a case manager by considering the following factors: existing relationship with the student, time and coverage constraints, seriousness of the problem, and experience of the members. The team or case manager reviews the student's records and gathers information from staff who knows the student
- Crisis Interview
 - The case manager interviews the student on the day of the referral. The case manager determines the extent of suicidal thinking, the potential plan of suicide, the lethality of the plan, and the history of the student's suicidal thinking and attempts. For severe cases, insure the safety of the student through adult supervision

Referral continued:

- Team Review
 - Team Members Decide Plan
 - The case manager returns as soon as possible to the available team members to discuss the case and formulate a plan of action
 - Depending on the seriousness of the case, the team may wish to consult with other members not initially involved or discuss case with social service agencies
 - Plans formulated by the team might range from no further involvement, to monitoring by specific staff member, to referral for counseling within the school setting, to asking the parents to take immediate action with their child
- Outside Contacts
 - Parents Notified
 - Parents of all interviewed students will be contacted by the case manager on the same day of the referral and interview
 - Parents will be told of the reason for referral, the outcome of the interview, and the plans formulated by the team
 - When the suicide potential is significant, the case manager needs to ascertain that the parents accept responsibility to follow through with the team's recommendations
 - If the student is dangerous to self and the parents cannot be located, then the case manager contacts the CRT
 - In extremely dangerous situations, the police may be called first to ensure the safety of the student
 - Follow-up remains the responsibility of the case manager unless explicitly agreed to by other staff members
 - The case manager documents the case and shares information with other team members

1. Immediate Action:
 - a. Call 911
 - b. Instigate a code red lock down if terrorist threat
 - c. Follow advice suggested by 911 operators if some other terrorist threat (bomb package)
 - d. Keep anything suspicious away from all students and staff
2. Preventative Measures:
 - a. Encourage staff to maintain heightened awareness of suspicious activity and report the same
 - b. Provide special attention to perimeter security and access control issues.
 - c. Provide monitoring of school grounds through use of video system
 - d. Verify identity of all visitors with a visitor pass given out at front desk
 - e. Train custodial staff and maintenance staff on handling of suspicious packages and items found on school grounds
 - f. Stress the importance of staff supervision inside the building and on school grounds and in common areas at all times

Administration Responsibilities during a Crisis:

- Contact 911
- Instigate code “red” lockdown
- After police arrive if the danger is confined, an orderly evacuation away from the danger may occur
- Police assume control of incident and negotiations
- Instruct person answering the phone to direct all requests to Public Information Office
- Keep the telephone lines open for police
- Provide information to police about the building layout and what is known about terrorist, contents or location of suspicious package
- Provide a statement to be read by the individuals who will be answering the phones. All other inquiries will be handled by the Crisis Management Team

Teachers and Staff Responsibilities during a Crisis:

- Go into code red lock down
- If suspicious package, stay as far away as possible to allow police to investigate
- The more closely the suspicious individual can be kept, the less danger there is to others and the easier it is for police to apprehend the individual
- Under no circumstances should a student or staff member be released until a police officer releases you
- Report anything suspicious to administrator

Tornado/Severe Weather

Procedures for both Tornado Watch and Tornado Warning will be practiced.

1. Immediate Actions:

- a. Advise teachers and staff that a warning or watch is in effect
- b. Advise the custodian or building engineer to be prepared to shut off the main gas supply valve in the event of a tornado
- c. Teachers review drop and tuck procedures with their class

Administration Responsibilities during a Crisis:

- Advise staff of Tornado watch or warning
- Bring students located outside of building into the main building
- Have an alternate plan of communication ready should there be a loss of power (e.g., bull horn, phone tree, runners, etc.)
- Monitor TV/radio broadcast and make updates to staff
- Delay bus departures

Teachers and Staff Responsibilities during a Crisis:

- Review the “drop and tuck” procedures and designated areas of shelter with students
- Ensure all students are accounted for and a class list is available
- Close windows and blinds
- Have immediate access to the contents of the “Emergency Management Kit”
- Be prepared to relocate to designated area of shelter

Toxic Spill

1. Procedure:
 - a. The safety of the students and staff is the most important concern facing a school when dealing with toxic spills
 - b. Call the CRT team
 - c. Determine the kind of chemical spill and the danger if exposed is crucial
 - d. Take note of wind direction
2. Provide staff with information on the toxic spill as it occurs.

Administration Responsibilities during a Crisis:

- After notification of a spill, make sure emergency services are called by calling 911
- Shut down the ventilation systems that draw outside air
- Close all windows and doors and no one is to go outside
- In coordination with emergency personnel, make a determination if it's safer to stay inside or evacuate to another location
- Check on availability of transportation should evacuation become necessary
- Coordinate alternate evacuations points a safe distance from the school if evacuation becomes necessary.
- Await an "all clear" message before taking further action
- Make necessary notifications to parents and media
- Implement plans to send the students home if warranted
- In aftermath, activate CMT and assess your school's situation

Teachers and Staff Responsibilities during a Crisis:

- When notified of possible danger; close and seal the windows
- If possible close vents into the classroom
- Remain in the classroom unless given other direction
- If evacuation is directed, proceed to predestinated evacuation point with class list (Utilize the buddy system)
- Cross reference missing kids with absent students
- Maintain control of students and advise CMT member of any missing children
- Maintain class integrity after evacuation
- Await an "all clear" message before taking further action

Vandalism

1. Immediate actions:
 - a. Call the police to report vandalism
 - b. Call the CRT team
 - c. Photograph any willful and malicious destruction of school property (e.g. graffiti, broken windows, etc.)
2. Preventative Measures:
 - a. Provide extra lighting around exterior of school
 - b. Continue to monitor exterior cameras and tapes of activities going on around school at all times
 - c. Increase community awareness by starting a neighborhood watch
3. Provide staff with information on vandalism as it occurs

Administration Responsibilities during a Crisis:

- Report all acts of vandalism to police
- Photograph any willful and malicious destruction of school property
- For minor damage, simply note the time, date, and type of damage for your records
- Decide if the vandalism may be a hate crime or gang related
- Assign a task team to clean up the vandalism
- Aggressively prosecute all vandals to convey that you will not tolerate this type of offense
- Collect restitution by having the offender pay money or provide labor to clean and/or repair the damage he or she has caused

Teachers and Staff Responsibilities during a Crisis:

- Help Administration continue to watch and observe school grounds to prevent ability of vandalism from happening to our school
- Develop pride in our students so they will not want to deface our school
- Keep students away from vandalized area

Violent or Threatening Parents

- **Typical Nonviolent Threats by Parents or Guardians**
 - Threaten to contact Superintendent or Board Members
 - Threaten to hire lawyer and sue
 - Threaten to initiate due process

- **More Serious Threats – Threats of Physical Harm**
 - Direct threat
 - Implicit threat

- **Possible School Reactions to Threatening Conduct**
 - Contact local police and ask police to talk with parent
 - Prohibit parent from coming onto school property without permission
 - School officials have the legal right to decide that a parent has forfeited his or her right to come onto school property through misconduct
 - Contact local police and provide background
 - Send strong letter to parent with copy to police
 - Do not hesitate to call police if parent come onto property
 - Order of protection under Adult Abuse Act
 - Temporary restraining order

- **Other Suggestions**
 - Improved school security
 - School resource officer at school
 - Enforce procedure requiring visitors to report to office – no parent or guardian allowed to go to classroom without permission
 - Good relationship with law enforcement
 - No retaliation against child

Weapons Situation

1. Immediate actions:
 - a. Call 911
 - b. Call the CRT team
 - c. Administer first aid suggested by 911
2. Preventative Measures:
 - a. Provide a list of people in the building who have cell phones
 - b. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training
3. Provide staff with information on situation as new information comes available

Administration Responsibilities during a Crisis:

- Assess the situation
- Notify the police
- Gather information
- Isolate individual or suspect
- Do not use force or touch the person or weapon
- Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classrooms until all is clear
- Refer media to director of community relations
- After immediate situation is resolved, hold emergency staff meeting before staff members leave for the day
- Evacuate the area
- Evaluate the perpetrator
- Isolate
- Negotiate
- Remain calm
- Get help
- Avoid heroics
- Do not threaten
- Keep a safe, non-intimidating distance
- Avoid abrupt sporadic movements
- Look for a place to dive or jump
- Report all information to law enforcement

Teachers and Staff Responsibilities during a Crisis:

- Assess the situation
- Remain calm to help students feel safer
- Notify the police. Provide as much information as possible. Be prepared to act as a liaison between school and police. If necessary, have a map of the school available for the police
- Gather as much detailed information as possible. Try to determine:
 - Location, identity and detailed description of individual
 - Location and description of weapon
 - Any pertinent background information on the individual, including possible reason for carrying a weapon
- Isolate individual or suspect (if weapon is in locker or elsewhere, prevent access to it)
- Confer with police when they arrive. They will advise you how they intend to proceed
- If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures
- Remain calm. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis
- Notify the CRT team and Administration
- Use emergency signal to notify office of the threatening situation and have classes go into code red lock-down
- Refer news media to Administration
- Attend emergency staff meeting. It is important that all staff members leave with accurate information about the incident

Weather

Tornado, Inclement Weather, Earthquake

1. Immediate actions:
 - a. Call 911
 - b. Call the CMT members
 - c. Administer first aid suggested by
2. Preventative Measures:
 - a. Post and practice mobilization plan
 - b. Provide a list of important procedures to follow
 - c. Provide list of names of building personnel who have special first aid training and special life-saving or life-sustaining training
3. Provide staff with information on definitions of watch and warnings and be prepared to follow the actions needed to keep everyone safe

Definitions:

- Severe Weather **WATCH**: Forecast of severe weather in area; normal activities continue; no school-wide announcement; principal or designee monitor the situation
- Severe Weather **WARNING**: Severe and dangerous weather situation approaching. Get prepared.

Administration Responsibilities during a Crisis:

Safety, Mobilization, Containment, Assessment & Follow-Up, and Effective Communication

- Alert staff of impending situation
- Call emergency numbers as needed
- Get word to staff and students who are outside
- Check and care for and provide care for injured
- Secure crisis kit
- Account for all staff/students and others
- Determine status for safe return to classes or dismissal
- Assess the response and prepare follow-up of situation. CRT

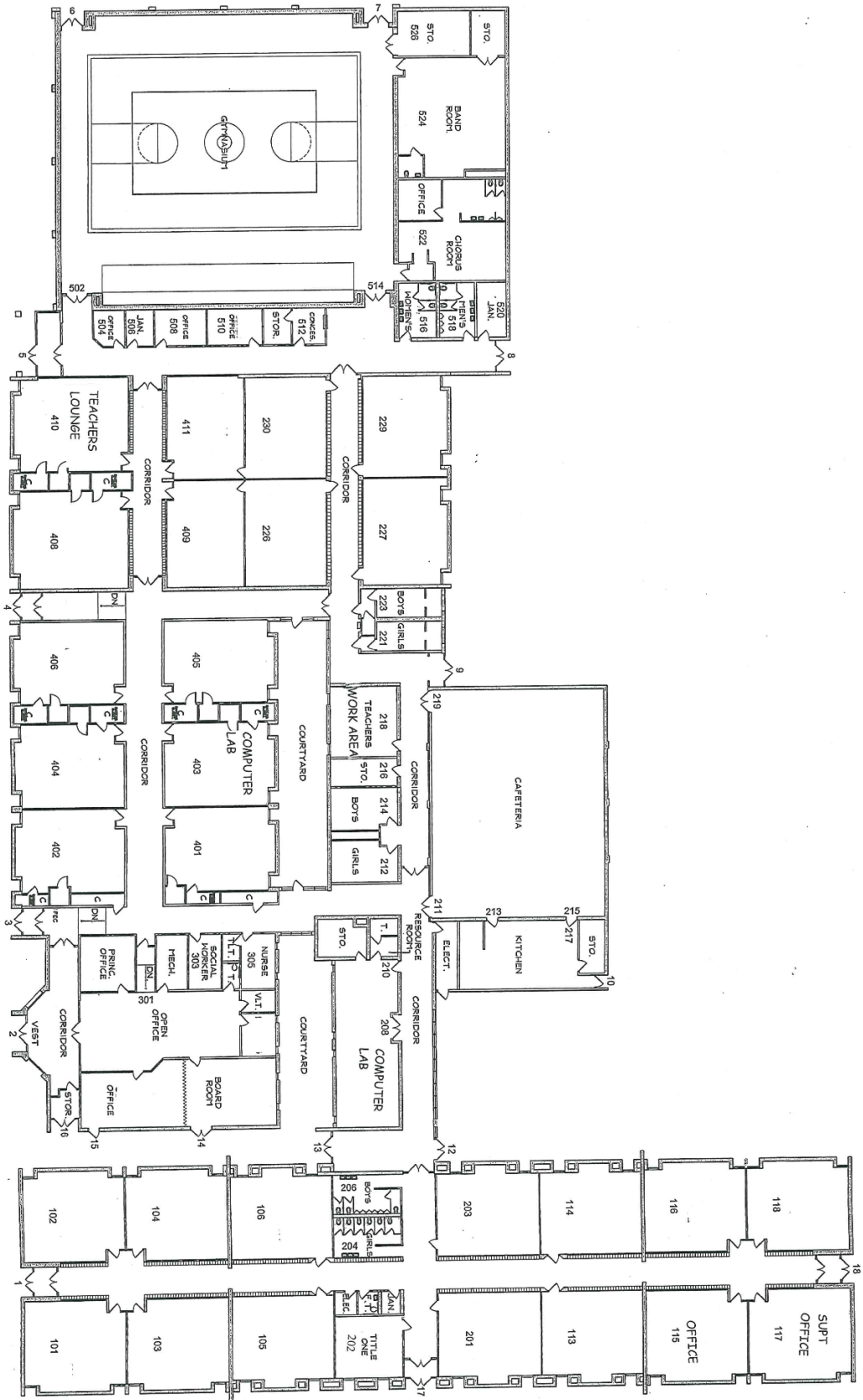
Teachers and Staff Responsibilities during a Crisis:

- Listen and wait for instructions from administration
- Evacuate classrooms according to plan; provide for handicapped
- Move students quickly and quietly to designated area, interior hallways
- Avoid windows, auditoriums, gyms, and any wide span or overhead structure
- North and East walls are preferable to south and west walls
- Sit in fetal position with face and head protected. Review “drop and tuck” command
- Continue to monitor the situation from the office

Safety and Maintenance Schedule

- The maintenance man does a building check every Sunday. He checks doors, locks, windows, lights, restrooms and overall maintenance of the building.
- The furnace filters are changed every 30 days by the maintenance man.
- The fire extinguishers are inspected once a year in October by the O'Fallon Fire Department.
- AEM inspects the fire alarms and sprinklers every year.
- AALCO inspects the bleachers every two years.
- The AED's are inspected annually by the school nurse.
- The school nurse replenishes first aid kits as needed. She ensures they are ready for each field trip and athletic season.
- The maintenance man opens all doors in the morning and does a building check. He locks all doors to the building except main entrance between 8:15 and 8:30 daily.
- The equipment used by the maintenance department is inspected once a year by the maintenance man. Any defective or outdated equipment is removed.
- The maintenance man takes care of safety and maintenance requests daily.
- Every summer safety and maintenance requests are filled out by the staff and all repairs are made in the area of building safety and maintenance.

Central School Floor Plan



Existing Central School District #104
 Existing Conditions
 Scale: Not to scale

Itiner
 11.13.07