

## CRISIS MANAGEMENT PLAN

In the event of an emergency, the following actions should be taken:

**Always respond to the emergency first.** If first aid or emergency personnel are warranted, the school employee should take the necessary steps to handle the situation. Ask another staff employee to dial 911 or notify the school nurse.

**Notify the DOA (Daily Onsite Administrator).** Once the initial first aid has been administered, a school employee should notify the DOA of the situation. Sending a grade-level appropriate student or fellow employee to the office can do this.

**Notify the parents.** Once the campus Administrator is apprised of the situation, he or she is to begin procedures to notify the parents or guardian of the child. If the injured party is a school employee, a spouse or next of kin should be notified. The campus administrator should give this notification if possible. Otherwise, someone on the office staff should make the call.

**Notify Host Church.** Once the campus administrator is apprised of the situation, he or she is to begin procedures to notify the host church's office. The campus administrator should give this notification if possible. Otherwise, someone on the office staff should make the call.

**NOTE:** If a parent or guardian cannot be reached, a message should be left. If no answering machine is available, the office staff should continue to try to reach next of kin or the parent at 5-minute intervals until someone is reached.

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## EMERGENCY PHONE NUMBERS

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|--|--------------|
| XXXXXX Preparatory                                 | phone number |
| Host Church Office                                 |              |
| <b>Ambulance/Fire Department/Police Department</b> | <b>911</b>   |
| Police Department                                  | phone number |
| Child Abuse and Neglect                            | phone number |
| Hospital   | phone number |
| Entergy  | phone number |
| Water  | phone number |
| Energy (Gas)                                       | phone number |
| Health Department                                  | phone number |
| Poison Control                                     | 800.376.4766 |
| Sheriff's Department                               | phone number |
| Department of Human Services (local office)        | phone number |
| National Center for Missing and Exploited Children | 800.843.5678 |

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## EMERGENCY MEDIA REQUEST

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All requests for information regarding an emergency/crisis situation from any outside media source, i.e., newspaper, radio, television, should be channeled through the Head Administrator. The Head Administrator serves as the primary media contact for XXXXXXXX Preparatory, and will work with you in handling media requests. The Head Administrator is always the official spokesperson, unless the Head Administrator designates another administrator to serve as spokesperson in a particular situation.

**IN EMERGENCY/CRISIS SITUATIONS, DO NOT MAKE ANY STATEMENTS TO THE MEDIA UNTIL THE HEAD ADMINITRATOR OR OTHER DESIGNATED ADMINISTRATOR HAS BEEN NOTIFIED AND HAVE AUTHORIZED STAFF TO SPEAK WITH THE MEDIA.**

If pressed for information, simply state that all media requests are to come through the Administration Office, and any statements about the situation will come from that office. You may request that media personnel leave the campus property. You may *not* prohibit them from filming your campus if they are located off of school property.

After all appropriate staff has been notified, you may be asked to make a statement to the media. If so, follow these guidelines:

1. Always get the reporter's name, the media source they represent, a telephone number, and any questions they would like answered.
2. Remember that when you speak, you are doing so as a representative of XXXXXX Preparatory. Do not express personal opinions about issues or situations.

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## ADVERSE EVENTS

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### Accidents

#### **On-Campus**

- Call 911 (If needed)
- Notify DOA / Administrator (Daily Onsite Administrator)
- First aid/CPR
- Call Police – if appropriate
- Evacuate Building, if necessary
- Secure emergency/health card
- Administrator notifies family
- Transport the person, if necessary  
(Be sure to take student's emergency card with the signed permission to treat.)
- Administrator updates Administration Office
- Appropriate staff member completes incident report

#### **Off-Campus**

- Call 911 (if needed)
- First aid/CPR
- Determine involved parties
- Notify DOA / Administrator
- Administrator notifies families
- Appropriate staff member completes incident report

### **Car Wreck—On/Off-Campus**

- Call 911 (if needed)
- Notify DOA / Administrator
- First aid/CPR
- Determine involved parties
- Call Police
- Administrator notifies families
- Transport person, if necessary  
(Be sure to take student's emergency card with the signed permission to treat.)
- Appropriate staff member completes incident report

### **Terroristic Threats**

#### **EVERY THREAT IS TAKEN SERIOUSLY**

#### **General Procedures**

- ANY statement, whether written or oral, that threatens the safety or welfare of another person, must be reported immediately to the DOA / Administrator
- Do not destroy evidence of any threatening message

#### **Bomb Threat Procedures**

- If the threat is received on the telephone, complete bomb threat checklist (below)
- Keep caller on the phone as long as possible
- Notify DOA / Administrator immediately
- Call 911 (use a different line)
- Call Police (use a different line)
- Evacuate building (teachers take grade books. Students leave backpacks/purses/personal belongings in building.)
- Building searches, if indicated, will be conducted by police
- Secure student/staff rosters
- Update staff

#### **Bomb Threat Check List**

1. Time and date reported
2. How reported
3. Exact words of the caller
4. Ask:
  - a. When is the bomb going to explode
  - b. Where is the bomb?
  - c. What kind of bomb is it?
  - d. What does it look like?
  - e. Why did you place the bomb?
  - f. From where are you calling?
5. Description of caller's voice: male, female, young, middle aged, elderly? Accent, tone of voice, intoxicated, speech problem?
6. Background Noise
7. Time caller hung up
8. Remarks
9. Name, address, and phone number of recipient

## **Fire/Violence/Weapons**

### **Fire**

- Elementary, HS, MS—pull alarm & evacuate building
- Notify DOA/Administrator
- Secure student/staff rosters and/or grade books
- Instruct students to remain calm, quiet and follow in a single file line
- Go to the nearest stairwell and take the stairs to the bottom floor
- Take the nearest exit to exit the building
- Go to the south east corner of the parking lot (next to car dealership and houses on the backside of the SCBC property)
- Have your students in a single, quiet file line and call roll
- Inform DOA/ Administrator of any missing students
- Administrator contacts utilities as needed
- Administrator completes incident report

### **Weapons on Campus**

- Notify DOA/Administrator
- Determine degree of danger (make a plan of action)
- Isolate student (if possible)
- Confiscate weapon—discreetly, if possible
- Call police
- Administrator notifies parent of the student
- Document action/investigation

#### **\*\*If unable to confiscate weapon:**

- Confer with Police
- Notify staff **discreetly**
- Evacuate area

#### **\*\*Be prepared for “Active Shooter”:**

- Call 911
- Have a key-word to alert faculty to danger & practice the response
- Lock doors & take steps to make room appear empty
- When threat is resolved, call for stand-by/stand-down

### **Explosion**

- Notify DOA/Administrator
- Pull alarm
- \*Evacuate building
- Call Police
- Call medical assistance, if necessary
- First aid/CPR
- Secure student/staff rosters/emergency cards and/or grade books
- Administrator notifies staff
- Administrator completes incident report

### **Student Demonstration/Disturbance**

- Notify DOA/Administrator
- Call police, if necessary
- Make every effort to calm students
- Keep students away from windows if disturbance is outside the building
- Discourage students from leaving classroom
- Identify leaders of disturbance
- Document action/investigation

### **Lock Down**

- Outside threat with weapons
- Notify DOA/Administrator
- A code signal will be communicated
- All classes should remain in the locked classrooms
- Keep students away from windows
- Await further instruction

### ***Shelter in Place***

- All outside entrances to the building will be locked
- Students will be restricted to their classrooms
- All ventilation systems will be shut off
- Students will be well supervised in the classrooms
- Doors will not be opened to release students until an “all clear” has been issued
  
- Staff members will remain with students until parents are able to pick children up
- Students will remain with their class
- Parents must sign students out through the main offices
- If a parent is unable to pick up a child, XXXXXXXX officials will allow the student to leave campus with a person designated on his/her XXXXXXXX emergency card
- School officials will require the designated person to produce a photo identification
- The designated person will be required to sign that they have taken the child and to indicate the location to which the child will be taken

### **Hazardous Material**

#### **Leaks/Spills**

- Notify DOA/Administrator
- Determine source of leak/spill\*
- Evaluate the areas involved
- Note the visible signs
- Note the physical symptoms of victims
- Check for reports of spills
- Call 911
- Secure emergency health cards/student/staff roster/grade books
- Document disposition of affected students
- Send information about incident with anyone going for medical treatment
- Administrator notifies families of effected persons

\*Off campus source: Shut off all air conditioning, vents, and fans. Have students remain inside unless otherwise instructed.

\*On campus source: Evacuate students to outside area (upwind) unless otherwise instructed.

### **Kidnapping/Missing Students**

#### **Kidnapping/Missing**

- Notify DOA/Administrator
- Secure student's emergency card
- Administrator notifies parents
- Call Police
- Police control situation upon arrival
- Do not release any information to media (not even the name of the child)

### **Custody Laws**

#### **Request to Release Child**

Due to safety, security and confidentiality concerns, it will be the general policy of XXXXXXXXX for the DOA/Administrator—rather than regular faculty, coaches, or other support staff—to release a child where custody issues are at stake.

#### **Divorced Parents**

1. XXXXXXXXX is to only release a child to custodial parent. An exception can be made only upon the written request of the custodial parent. Written requests shall be kept on file.
2. A change in custody should be noted with a copy of the court order or court document and kept on file.

#### **Separated Parents**

XXXXXXXXXX will release to either parent unless there is a court order on file.

### **Request to See Child at School**

#### **Divorced Parents**

XXXXXXXXXX will notify custodial parent, if appropriate. XXXXXXXXX will abide by the court document (a divorce decree), if on file.

#### **Separated Parents**

XXXXXXXXXX will permit either parent to visit.

### **Medical Emergency**

#### **Divorced Parents**

1. Use information listed on the student's emergency card.
2. Contact non-custodial parent, if situation warrants.

#### **Separated Parents**

1. Use emergency information listed on the student's card.
2. Either parent may be contacted.

## **Student/Staff Crisis**

### **Suicide/Attempted Suicide (on Campus)**

- Notify DOA/Administrator
- Call 911
- Call Police
- Secure the area
- Isolate the witnesses
- Suspend bell schedule (if warranted) (everyone stays where they are)
- Secure health/emergency card of victim
- Administrator notifies parents (personal visit if possible)
- Assign separate areas for media, parents, counseling
- Communicate with staff, including a written statement (utilize team leaders & department chairs, if necessary)
- Document all students checking out
- Announce the availability of counseling and location
- Teachers identify students who need counseling
- Document who receives counseling and needs follow-up
- Complete incident report

### **Death/Homicide (On Campus)**

- Notify DOA/Administrator
- Call 911
- Call Police
- Secure the area
- Sound code signal, go to “lock down”
- Isolate witnesses (do not allow them to talk to anyone)
- Secure health/emergency card of the victim
- Administrator informs staff
- Administrator notifies family (in person if possible)
- Announce the availability of counseling
- Teachers identify students who need counseling
- Document who receives counseling and needs follow-up
- Administrator completes incident report

### **Sexual Assault (on Campus)**

- Notify DOA/Administrator
- Call 911 (if needed)
- Call Police
- Care for victims—do not remove clothes, bathe, or move victim
- Secure health/emergency card
- Isolate witnesses (do not allow them to talk to anyone)
- Detain suspect if possible
- Administration notifies family
- Administration informs staff
- Administration completes incident report

### **Hostage Situations (on Campus)**

- Call 911/Police
- Isolate and close off area
- Notify DOA/Administrator
- Identify leader(s) of takeover
- Document action/investigation
- Update Communications Office
- Complete incident report

### **Unknown Person on Campus**

- Ask for identification
- Escort person to receptionist for sign-in and identification badge
- Notify DOA/Administrator
- Call 911 as needed

### WEATHER RELATED SITUATIONS

#### **Emergencies: Tornado \* Hurricane \* Thunderstorm \* Flooding \* Snow \* Ice**

1. If a weather-related emergency/storm is forecast or has hit the area, the DOA/Administrator or designee will determine if school will remain open.
2. XXXXXXXXXX staff is to monitor local radio and television stations to be updated on weather conditions. XXXXXXXXXX will follow instructions as given by appropriate local media/weather personnel.
3. If a storm develops during the day, the Administrator or designee will determine the action to be taken and advise other appropriate staff.

#### Pending

- Evaluate situation (dependent on type of disaster, imminence, damage, monitor media)
- Secure student/staff rosters/emergency cards and/or grade books
- Instruct students to remain calm, quiet, and to follow in a single-file line
- Go to the basement and if you cannot make it to the basement go to the inter hallway of the first floor
- Have your students in a single, quiet file line and call roll
- Notify DOA/Administrator
- Notify staff

#### Occurred

- Call 911 (if needed)
- Emergency procedures
- Secure rosters and/or grade books
- Notify staff
- Notify DOA/Administrator
- Administrator contacts utilities (if needed)