



Marquette Catholic High School Annual Crisis Intervention Preparation

These guidelines are meant to assist MCHS prepare for a crisis before a crisis occurs. These guidelines are not-all inclusive but are meant to provide a guideline for working efficiently, effectively, and compassionately during and after a crisis.

1. Crisis Team: Principal, Assistant Principal, Academic Dean, Academic Advisers(2), Campus Minister, Athletic Director, Plant Manager, Secretaries(2).

The Purpose of the Crisis Team is to:

1. stop further deterioration;
2. contain the situation
3. return school to normal functioning

Note: If the fire or police department become involved, they assume the roles of decision maker and leader.

Principal

The Principal will ensure the building manual is reviewed and updated and the checklist is completed before the beginning of each school year and will make sure that key personnel receive refresher training as needed.

The Principal selects individuals to serve on Crisis Team and to define each member's duties.

The Principal must be the ultimate decision maker during a crisis. There is NO ROOM for disagreement following a decision in a crisis situation. The Crisis team must be able to live with decisions even if they cannot fully accept them. The Principal may delegate responsibilities during a crisis.

The Principal (or if he/she cannot—the Assistant Principal or another member of the crisis team) is responsible for notifying proper authorities during a crisis (fire, police, parents, etc.), for activating the Crisis Team, staff, parents or families of involved students or staff.

Academic Dean

The Academic Dean is responsible for acting as Principal if the Principal and/ or the Assistant Principal are unavailable. The Academic Dean is responsible for recording and gathering pertinent information from student files, bus trip assignments and from other appropriate sources and for duties during the crisis.

The Academic Dean will assist with the preparation and distribution of any written material to be sent home with students regarding the crisis.

The Plant Manager

Mr. Rusty Gilson is responsible for monitoring utilities and structural issues during a crisis. He is responsible for informing the Principal of possible danger.

Mr. Gilson serves as a resource to agencies involved in the crisis (police, fire department, etc.)

The Plant Manager coordinates clean-up.

The Plant Manager functions in specific capacities for each individual crisis.

Notification Procedures

Authorities and Agencies

The Principal will:

1. Notify Emergency Personnel
2. Call Crisis Team
3. Notify Staff
4. Notify parents if the victim(s) must be taken to the hospital for serious injury.
Staff member should accompany the injured to the hospital. As soon as possible staff member relays progress reports from hospital to the school and staff.
5. Be sure adequate medical personnel have been contacted by school.
6. Prepare situation statement.

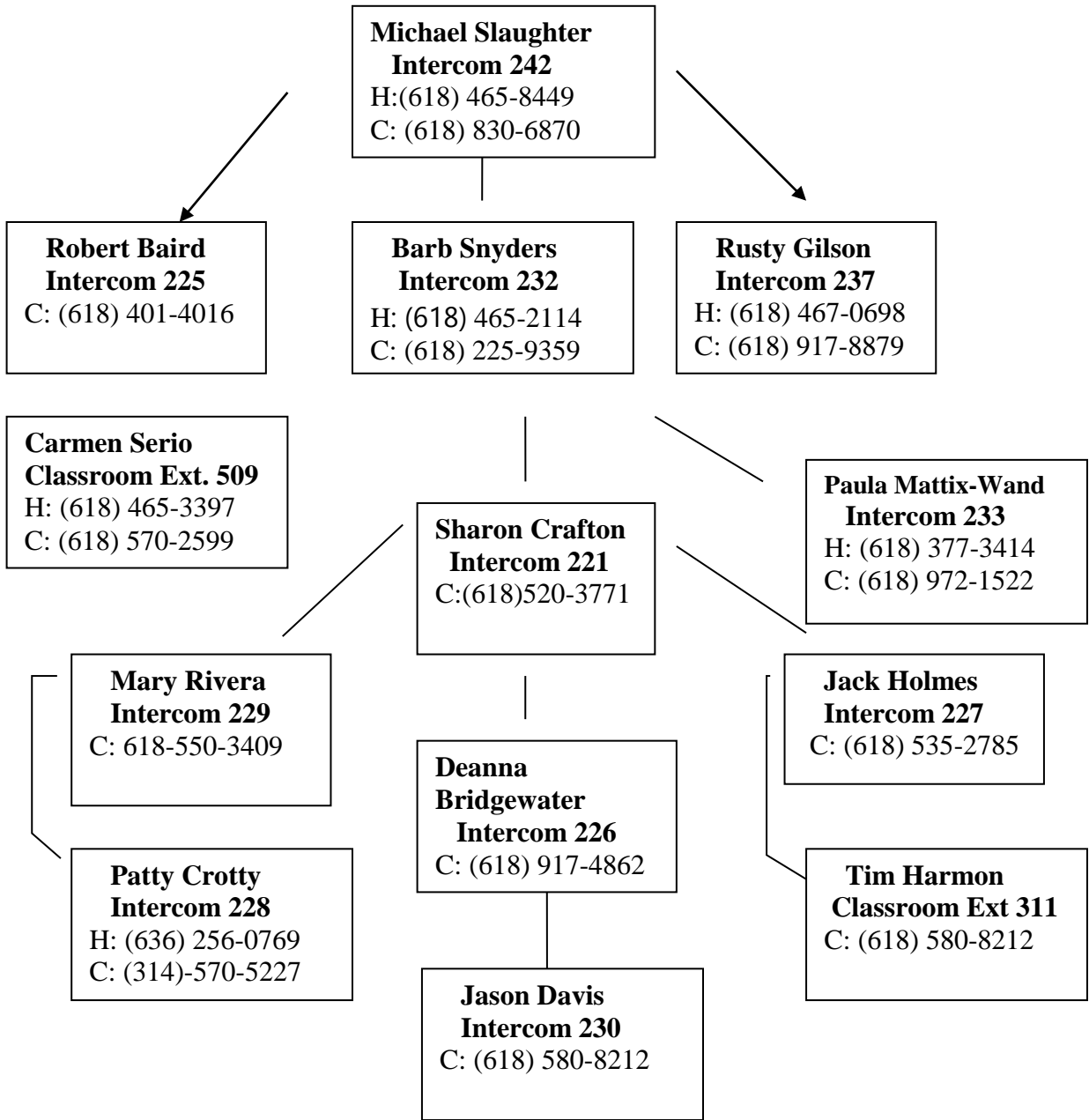
Parents

The Principal will send out an “all-call” and if necessary prepare a letter to notify parents (if incident occurs when school is not in session) regarding incident. The secretaries and Academic Dean will coordinate distribution if school is in session. The wording of the opening and closing of the statement is often what is most remembered, so carefully choose words for this part of the statement. The Principal will decide when the distribution of the letter will occur. A copy will be sent to the diocese.

The letter will contain:

1. Facts of incident
2. Actions taken to address the situation

Crisis Flow Chart



Media and General Public

The Principal is the primary spokesperson for the school. He should make all official statements, distribute media releases, facilitate interviews and answer media questions. All statements should be framed within the context of the position statement. If the Principal is not available, the Assistant Principal will be the backup spokesperson. If agencies (fire or police) are involved, they will coordinate all media releases.

Key information-who, what, when, where, why?

To diffuse potential problems or maintain control of the situation, it is sometimes best to take the initiative by issuing a prepared statement, especially when knowledge of the crisis first comes to the attention of reporters or to the public on a widespread basis. This statement can be used to make an initial general response and upgraded as conditions change.

If the Principal is contacted by telephone by any news reporter before he is prepared to discuss the situation, he should tell the reporter that he will get back to him with answers as soon as possible. Ask the reporter for his deadline. Instead of using no comment, simply indicate you will respond with the correct information at a later time.

The Principal will provide secretaries and staff manning the phones with specific statements to use with the media. These people can read prepared statements to the reporters and tell them the Principal is dealing with the crisis at hand. If the reporter asks other questions, then the secretary can say she will get the answers from the Principal and get back to them before their deadline, if possible. **No person should give information out that has not been approved by the Principal.**

A media information center will be setup for reporters.

The Principal will give updates as events unfold.

Victims could be housed in the gymnasium.

Parents and relatives could be directed to wait in an assigned location

If entire campus is unsafe, students could be taken to the Knights of Columbus Hall.

Everyone should do his/her best to keep reporters, photographers, or onlookers away from victims and students. Parents must give permission before a student can be photographed or interviewed.

Ms. Crafton will be stationed at the main entrance and help direct people to their appointed areas.

Mr. Holmes and Mrs. Bridgewater will man the gym entrance and direct people to their assigned area.

Mrs. Crotty will man the cafeteria door and direct the people to assigned areas.

Every effort will be made to control crowds at the crisis scene. It may require additional staff, roped off areas, etc.

In the event there is a major disaster with many dead, the media center will be down at the Knights of Columbus.

Media Guidelines

The Principal is the designated spokesperson for the school when a crisis involves the media. The Assistant Principal is the backup person when the Principal is not present. If both the Principal and Assistant Principal are not present, the Academic Dean will be the spokesperson.

1. Prepare a position statement. Include:
 - An emergency has taken place.
 - Everyone is working to provide for safety and well-being of students.
 - School will return to normal ASAP.

2. Be able to answer the following questions (form provided in Appendix)
 - What happened?
 - When did it happen?
 - To whom did it happen?
 - What was the cause?
 - Were there injuries?
 - How many were injured and how extensive were the injuries?
 - How much damage has been caused?
 - What is the potential for continued damage or injury?
 - What went wrong?
 - Who is responsible?
 - When will more information be available?
 - May we interview the victims?
 - Have you notified the family of the victims?

Do not release the names of students until parents are notified and give permission. Do not allow reporters to badger you.

3. Be positive. Tell the truth. If possible, consult a lawyer before admitting to a mistake. Avoid defensive answers. Get as many pertinent facts as possible before speaking to the media. Assume everything you say is on the record.

Do not speculate. Do not use the phrase “no comment.” Do not make “off the record comments.”

4. Show sensitivity to media deadlines. Treat all media personnel equally.
5. Provide photographs if available/appropriate.

Do not allow students to be photographed without parent permission.

Emergency Numbers

Police	9-1-1
Fire	9-1-1
Ambulance	9-1-1
Ambulance	465-6633
American Red Cross	465-7704
Animal Control	466-3325
Child Abuse Hotline	800-252-2873
Civil Defense - Emergency	9-1-1
- Non Emergency	259-2279
Crisis and Suicide Intervention Hotline	397-0963
- In progress	9-1-1
Fire Department – Non-emergency	466-0131
Alton City Hall	462-0091
Hazardous Materials - Emergency	9-1-1
- Non Emergency	466-0131
Health Department	
Madison County	692-8954
Illinois Dept. of Public Health	800-825-3513
Environmental Health	656-6680
Behavioral Health	251-4073
Hospitals	
Alton Memorial	463-7311
St. Anthony’s	465-2571
Mental Health	
Behavioral Health Alternatives	251-4073
Poison Control (Cardinal Glennon Hospital)	800-366-8888
(emergency connection)	9-1-1
Police – Non - Emergency	692-4433
Utilities	
Electric – Emergency downed wires	9-1-1
Non-Emergency	800-552-7583
Gas - Emergency	9-1-1
Non-emergency	800-552-7583
Telephone – Dial Service	6-1-1
Directory Assistance	4-1-1
Long Distance	1-area code-555-1212
Water -	1-800-422-2782
	277-9887
Sewer -	466-9177
Knights of Columbus	465-6913

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Accidental Death of a Student or Employee

Immediate Response:

If accidental death occurs at school, the Principal:

- Calls 9-1-1 or local police
- Contacts the Board President with pertinent facts
- Notifies victim's family by phone or in person, if possible

If the accidental death occurs outside of school, the Principal will:

- Protect the privacy of the family by contacting the family with condolences and discussing any information the family wants shared
- Activate the team and a teacher who knew the student or employee

Secondary Response:

- Principal holds full staff meeting to inform staff on how this will be handled
- The Principal holds an assembly for students and staff
- The Campus Minister and Campus Chaplain provide teachers with resources to assist them with discussion of the tragedy in classroom
- The Academic Advisers establish a counseling center to provide professional personnel to aid students
- The Principal informs board and community leaders

Final Response

- The Principal facilitates the attendance of students at the funeral and /or expressing their condolences to the family
- If funeral is on a school day realistic plans for attendance need to be communicated to the Board, as needed

Aircraft Crash/Vehicular Disaster

Immediate Response:

- Calls 9-1-1 or local police
- Principal notifies staff and students of the situation using P.A. and evacuates the building if there is damage to the building by using fire drill method
- Principal activates the team
- Principal notifies the Board President
- The team attends to injured until paramedics arrive

Secondary Response:

- Principal notifies the board and local leaders, as appropriate
- The Academic Dean shows arriving reporters to a designated area and informs them the Principal will brief them as soon as possible
- The Campus Minister and Advisers comfort families in the media center
- The Campus Minister and Advisers comfort victims until the paramedics arrive
- After police arrive the Principal, Assistant Principal, and Plant Manager search the affected area for victims

Final Response:

- Academic Dean gathers emergency forms
- Principal prepares letter to be sent home with students
- The counselors arrange for additional counseling service if needed
- When building is declared safe, students may return to class

Note: If needed students may all be taken to the gym if it has been declared safe. If entire campus is unsafe, students will be taken to the KC Hall.

Bomb or Bomb Threat

Immediate Response:

- Calls 9-1-1 or local police
Pending police and fire arrival the Principal determines the level of threat and decides if evacuation of building is warranted
- Once police and fire arrive, they are in charge
- If evacuation is warranted the Principal will sound the fire drill
- Principal notifies the Board President
- Principal activates team
- If students must be moved, they will go to KC Hall

Secondary Response:

- Principal notifies the diocese and community leaders as appropriate
- Principal and Assistant Principal prepare letter to be sent home with students and a written press release

Final Response:

- If parents arrive at school to pick up their children, the parents will sign the children out from the main office before leaving

Note: If needed, students will be taken to gym if it has been declared safe; if it is unsafe students will be taken to KC Hall.

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When a Bomb Threat Comes Into the School

Name of Recipient: _____

Time and Date Reported: _____

Exact Words of Caller: _____

1. When is the bomb going to explode? _____

2. Where is the bomb now? _____

3. What kind of bomb is it? _____

4. What does the bomb look like? _____

5. Why did you place the bomb? _____

6. From where are you calling? _____

7. May I have your name? _____

Describe caller's voice: _____

Male _____, Female _____, Young _____, Middle Aged _____, Accent _____

Tone of Voice _____ Background Noise _____

Is Voice familiar? _____ If yes, who did it sound like? _____

Other voice characteristics _____

Time caller hung up: _____

Remarks:

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Bus/Vehicular Accident – Off Campus

If a bus or other vehicle carrying students is involved in accident while transporting students to and from school field trips or extra – curricular activities:

Immediate Response:

- Operator at scene calls 9-1-1
- Operator at scene calls the A.D.—if no injuries
- Operator arranges for Principal to be notified
- Principal activates team

Secondary Response:

- School Secretary contacts operator to gather information and tells Principal
- The Academic Dean/Academic Advisers contact hospital with information regarding known health problems of the passengers
- Principal or Assistant Principal travels to the scene
- Principal or secretary notifies the families of passengers
- Advisers escort families to the academic advisement office, Campus Minister comforts family members

Final Response:

- Principal notifies school board and local officials
- Advisers notifies outside counseling services if needed
- Principal and Assistant Principal prepare note to be sent home
- Team meets to consider follow-up assembly, ongoing counseling, and community meeting

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Bus/Vehicular Accident – On Campus

Immediate Response:

- Principal calls 9-1-1
- Principal notifies school board
- Principal activates team
- Secretary notifies bus company
- Principal and team attempts to get passengers out of the bus or other vehicle (check with lawyer)
- Ambulatory passengers could be moved to gym
- A check for injuries should be assessed
- Principal accounts for all passengers
- Secretary notifies families

Secondary Response:

- Academic Dean directs reporters to a designated location
- The A.D. directs family members to the media center
- Campus Minister comforts families

Final Response:

- Principal notifies school board
- Advisers notifies outside counseling if needed
- Principal and Assistant Principal prepare note to be sent home
- Team meets to consider follow-up assembly, ongoing counseling, and community meeting

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Earthquake

Immediate Response:

- All building occupants will remain where they are, keep calm, assess the situation, then act
- THE BUILDING SHOULD NOT BE EVACUATED as long as tremors are occurring constantly
- Occupants wait for directive to move to parking lots

IF INDOORS WHEN QUAKE STRIKES – DUCK – COVER – HOLD!

- Take cover under desks, tables, or heavy furniture or against interior walls or door frames. Cover face.
- Stay away from windows or bookshelves
- Move from under light fixtures or suspended objects
- If furniture is not available, kneel against wall, clasp hands behind neck and lower head as far as possible, securing elbows
- If in the gym, go to offices and restrooms

IF OUTDOORS WHEN QUAKE STRIKES

- Move away from building
- Avoid utility pole areas
- Stay out of building if damaged
- Lie on ground or crouch down and be alert to dangers

When tremors cease or several minutes have lapsed between shocks, evacuate using the following guidelines:

- Empty building ASAP, move to parking lots if possible
- Use fire drill procedure
- Avoid power lines and light poles

Secondary Response:

- Principal will assemble occupants in the middle of the lower Miller's parking lot, away from street, in center of lot

During the evacuation the Principal will say:

- Maintain orderly lines-**DO NOT RUN**-Move quietly-listen for directions
- Classroom teachers are in charge of their students
- Student's belongings should be kept in building

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- Teachers carry a class list and check to see if all students are present at assembly point
- A list of injured or missing students should be given to an administrator at the assembly point and have secretary call 9-1-1 if needed
- Principal Announces where injured students are to be taken that were not taken to the hospital and they wait for parent pick up
- The Assistant Principal, Academic Dean, and Advisers check assigned building areas to make sure all students and staff have been evacuated
- The Plant manager shuts down all utilities and seals off hazardous area
- Academic Dean gets necessary emergency forms and secure valuables/records
- The Plant manager, Mr. Serio, Mr. Holmes, Mrs. Bridgewater monitor exits so that unauthorized people do not enter the building
- Ms. Crafton has a sign out sheet to be signed by parents as they arrive to pick up student

Final Response:

After quake is over, the Principal will issue the following instructions:

- Do not use candles or matches until it has been advised to be safe
- Flashlights should be used to provide light
- Do not touch electrical wires that have fallen

While further instructions from local authorities are pending, principal will:

- Listen for radio updates
- Communicate with local authorities as needed
- If release of students is not possible emergency water can come from water heater tanks, toilet bowl tanks and ice machines

Reunification Plans

In the event of an emergency it may become necessary to evacuate the school. In cases of an evacuation parents may be reunited/pick up their students at the Knights of Columbus Hall on 4th Street. The Secretary, Mrs. Crafton, and the Assistant Principal or other designated staff members will coordinate the signing out/pick up of students. Only parents or designated individuals (those listed in RenWeb) will be permitted to pick up students.

If an emergency events occurs within the school, but there is not a need to evacuate the building the reunification/pick up of students will occur in the gymnasium, using the gym entrance as the entry point.

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Fire

Immediate Response:

Anyone:

- Calls 9-1-1
- Signals Fire Alarm
- Initiates the evacuation plan which:
Empties building in shortest amount of time
Designates definite exits
Designates alternate routes

The Principal issues instructions:

- Close doors and windows
- Maintain orderly lines-**DO NOT RUN**-Move quietly-listen for directions
- Classroom teachers are in charge of their students
- Belongings left in building
- Teachers carry a class list and take roll, send a list of missing or injured students to the principal
- Students gather in designated areas leaving streets and driveways clear
- If possible the Plant manager and teachers check restrooms to make sure everyone is out
- Office personnel secure files and valuables if time allows

Secondary Response:

- If possible plant manager shuts off utilities
- Mr. Holmes, Mrs. Root, Mr. Gilson, Mr. Serio monitor entrances not allowing any unauthorized people to gain entry
- Secretary provides sign out sheet for students leaving the building

Final Response:

- The team evaluate the procedure just followed

Special Note:

- Fire Drills should occur at least three times annually
- A rehearsal drill should proceed fire drills
- Alternate routes should be used during drills
- Fire Drills should be held at different times of the day

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Food Poisoning

Immediate Response:

- Anyone sends ill students to the office for treatment

Secondary Response:

- Principal notifies Board President
- Principal prepares news release and letter to send home to parents
- The Principal notifies food service director who will assess if any possible relationship can be connected to the building cafeteria

Final Response:

- The Principal notifies the health department

Hostage/Intruder Situation

Immediate response:

- Principal calls 9-1-1
- Principal notifies everyone;
 “We are under lockdown.”
- Principal notifies Board President
- Principal activates the team
- Principal recognizes proper law officials when they arrive
- Law officials will take over with instructions
- **FLIGHT, HIDE, FIGHT**
- If possible teachers will immediately evacuate their students and move to the evacuation point
- Staff members comfort students and attempt to be calm
- Teachers lock classrooms (if evacuation is not possible)
- Barricade classroom doors (if evacuation is not possible)
- Get students out of sight (if evacuation is not possible)
- Turn off lights (if evacuation is not possible)
- Place red sheet in window if there is a problem in classroom
- Place green sheet in window if everything is under control
- Don't open door to anyone until an administrator comes and opens your door.
- If confronted with an intruder and there is no option to evacuate, experts recommend that teachers and students fight back utilizing whatever objects that can be hurled at the intruder

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- After the situation is resolved and it is safe an administrator will notify the building via the PA that “the lockdown is over.”

Secondary Response:

- Principal tells reporters to stay outside (police may help with this)
- The Academic Dean may take reporters to gym if it is safe
- AD/Administrators show parents to media office or a safe spot outside building
- Principal notifies school board

Final Response:

- Advisers contact outside counseling services if necessary
- Principal and Assistant Principal prepare letter to be sent home
- Principal gives press release

Kidnapping

Immediate Response:

- Principal calls 9-1-1 giving name and description of the student and staff person and gives all known facts and details (is kidnapper a non-custodial parent?)
- Principal notifies Board President
- Principal activates the team
- Principal notifies parent or spouse involved
- Principal gathers those he feels may have information
- Staff comfort distraught students and attempt to carry on

Secondary Response:

- Academic Dean shows reporters to an assigned location and informs them that the Principal will be with them shortly
- Mr. Holmes, Mrs. Bridgewater, and Mr. Serio man the entrances and send family members to the media office and campus minister and counselors will comfort them
- Assistant Principal and Academic Dean keeps staff updated

Final Response:

- Principal notifies Board President and local community leaders
- Advisers contact outside services if they are needed
- Principal and Assistant Principal prepare note to be sent home with students
- Team follows up with assembly, on going counseling if needed

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Public Health Crisis

If spread of disease or threat of disease becomes great enough to warrant public concern and need for education, the following steps should be followed:

Immediate Response:

- Principal notifies Board President and local leaders
- Secretary notifies health department and seeks information and direction

Secondary Response:

- When Principal decides to go public:
Staff informed first
Parents may be invited to public meeting to discuss the problem in general and get information about the disease
Health department officials, town leaders, and media may be invited to meeting

Final Response:

- Follow – up with educational meetings with staff, concerned parents and city leaders as needed

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Rape/Sexual Assault

Immediate Response:

- Principal calls 9-1-1
- Principal contacts counselors/campus minister to help shield victim until help arrives
- An Academic Adviser and Campus Minister should accompany the victim to the hospital, and they should be present when the victim is questioned
- Principal notifies Board President
- Principal or Assistant Principal calls Child Abuse Hot Line 1-800-252-2873
- If perpetrator is in building, Plant manager and Assistant Principal search building
- Principal calls parents of victims with details of the incident
- Those aware of the identity of victim must keep it confidential for the victim's privacy

Secondary Response:

- Law Enforcement must be responsible for apprehension of the assailant, if possible. In all cases caution in apprehending the assailant should be taken.
- Those aware of the identity of victim must keep it confidential for the victim's privacy
- Principal notifies Board President and local leaders
- Principal and Assistant Principal prepares letter to go home with students and prepare a media statement
- If media representatives arrive Academic Dean escorts them to and assigned location and tells them the Principal will be there soon to brief them
- Principal keeps staff informed

Final Response:

- Advisers will provide referral resources to victim and the family if needed
- Team will review security procedures and determine if those procedures need to be changed

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Runaway Student

Immediate Response:

- Principal notifies staff and gives description of missing student and staff check building for student
- Plant Manager and Assistant Principal search the grounds

Secondary Response:

- Secretary calls and informs parents that their child has left school grounds
- Parents are asked to provide names and numbers of persons and places where the child may have gone

Final Response:

- Principal calls the local police

Serious Injury/Serious Illness-Off Campus

If a student or staff person or community member is seriously injured or becomes seriously ill off campus:

Immediate Response:

- Principal activates team
- Principal notifies the board
- Principal notifies staff
- Principal goes to scene if possible

Secondary Response:

- Academic Advisers notify outside counseling if needed
- Academic Advisers and Campus Minister keeps staff informed and comforts students and staff
- Principal and Assistant Principal prepares letter to go home with students and prepares a media statement if needed
- Principal notifies the board and local officials as needed

Final Response:

- The team decides what follow-up is needed

Athletic Injuries:

- Notify A.D.

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Serious Injury/Serious Illness – On Campus

If a student or staff person or community member is seriously injured or becomes seriously ill on campus:

Immediate Response:

- Principal calls 9-1-1
- Whoever is available with adequate first- aid training, administers first aid to the injured or seriously ill
- Principal activates the team if needed
- Principal notifies board
- Principal notifies parents/family
- Principal notifies staff

Secondary Response:

- Principal or counselors accompany the victim to the hospital
- Secretary notifies the authorities of any known health problems
- Principal or Advisers call school with updates
- Academic Dean escorts reporters an assigned location to wait for Principal or Assistant Principal to make statement
- Academic Advisers and Campus Minister comforts students and staff
- Principal notifies board and community leaders

Final Response:

- Advisers contact outside counseling service if needed
- Principal and Assistant Principal prepare letter to go home with students and prepares a media statement if needed
- The team decides what follow-up is needed

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Serious Injury/Illness - Off Campus

Immediate Response:

- Principal activates team
- Principal notifies Board President
- Principal notifies the staff before next school day

Secondary Response:

- Reporters will be escorted to an assigned location to wait for the Principal
- Principal and Assistant Principal prepare letter to go home with students and prepares a media statement if needed; victim's name should not be made public unless the family gives permission

Final Response:

- Advisers arrange for additional counseling services as needed

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Suicide/Attempted Suicide – Off Campus

Immediate Response:

- Principal activates team
- Principal notifies board pres.
- Principal notifies the staff before next school day

Secondary Response:

- Reporters will be escorted to an assigned location to wait for the Principal
- Principal and Assistant Principal prepare letter to go home with students and prepares a media statement if needed; victim's name should not be made public unless the family gives permission

Final Response:

- Advisers arrange for additional counseling services as needed

Suicide/Attempted Suicide – On Campus

Immediate Response:

- Principal calls 9-1-1
- Qualified health professionals administer treatment to victim
- The Assistant Principal restricts access to area
- Principal activates the team
- Principal notifies Board President
- Principal notifies parents/family
- Academic Advisers and Campus Minister comforts students and staff

Secondary Response:

- Secretary escorts family to Principal's office and advisers and Campus Minister comforts them
- Academic Dean escorts reporters to an assigned location and waits for Principal's statement

Final Response:

- Advisers will call in outside counseling service if needed.
- Principal and Assistant Principal prepare letter to go home with students and prepare a media statement if needed, victim's name should not be made public unless the family gives permission

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Tornado

Immediate Response:

- Principal announces that a tornado **WATCH** has been issued and this happens when weather conditions are such to make a tornado
- Principal announces that a tornado **WARNING** has been issued and this means funnels have been seen
- Principal institutes previously developed tornado plan:
 - A. Faculty close doors and windows and students are evacuated from the gym
 - B. Issue 3 long rings of bell or PA announce – Don't use fire alarm bell
 - C. Teachers move students to prearranged area closing any doors
- Students move to sheltered areas
 - A. Students in classrooms move to interior walls
 - B. Students in basement classrooms move to interior walls
 - C. Students in gym move to the locker rooms close any doors
 - D. Students in Cafeteria move to choral room

Secondary Response:

- Be alert for instructions and follow them
- When alarm sounds keep calm and remain in designated area
- Follow tornado plan posted in classroom
- Take injured to main office and obtain first aid materials
- Have staff check restrooms, etc.
- Plant Manager tends to utilities

Final Response:

- Plant Manager cuts off utilities
- Office personnel secures files and valuables
- Return to damaged areas when authorities permit that

Special Note:

- Be cognizant of the danger of lack of ventilation
- Watch for claustrophobic students

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Utilities – Water, Gas, Electric

Immediate Response:

- Principal contacts Plant Manager
- Principal contacts Board President
- If school is in session, a decision to dismiss must be made and transportation arrangements determined

Secondary Response:

- If utility poses a danger or threat, the Principal evacuates the building using the fire drill procedure
- If school is not in session, the Principal contacts the Plant Manger

Final Response:

- Principal contacts media if needed

Weather Advisories

Thunderstorms

If students are unable to return to the building

- Become the **Smallest** target
- Squat low to the ground on the balls of feet
- Place head between knees and hands overhead
- If severe thunderstorm is occurring at dismissal, keep the students at school until storm has passed

Severe Heat

Consider early dismissal when there is heat advisory (Heat Index=90-104 degrees)

- Provide early dismissal if heat index reaches 105
- Allow students to bring water bottles
- Make sure each room has fans

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Weapon on Campus

Immediate Response:

- Principal calls 9-1-1
- Principal/Assistant Principal instructs all to remain calm
- If possible the Principal makes an effort to reason with student, asking student to put down weapon

The student should not be cornered nor should there be an attempt to take the weapon by force.

- When authorities arrive they will take charge and personnel follows their directives
- Assistant Principal restricts access to area where student has weapon
- Secretary notifies the Board President
- The Academic Dean activates team
- Principal or Academic Dean notifies parents of student with weapon

Secondary Response:

- Academic Dean escorts reporters to an assigned location to wait for briefing from the Principal
- After the authorities take student away that had weapon, staff can comfort students
- Principal and Assistant Principal prepare letter to go home with students and prepares a media statement if needed; victim's name should not be made public unless the family gives permission

Final Response:

- Advisers will call in outside counseling service if needed.
- Team will review security procedures and determine if those procedures need to be changed
- Principal decides what changes need to be made