

St. Vincent de Paul School

EMERGENCY PREPAREDNESS and CRISIS MANAGEMENT PLAN



**2021-2022
Peoria, Illinois**

**ST. VINCENT DE PAUL SCHOOL
EMERGENCY PREPAREDNESS and CRISIS MANAGEMENT PLAN**

INTRODUCTION

Purpose

St. Vincent de Paul School aims to meet the responsibilities to assist in providing a safe school environment. This Emergency Preparedness Plan is designed to provide a framework for protecting students, staff and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur.

It must be stated that our best effort to keep our school safe has nothing to do with this Emergency Preparedness Plan. We can best serve our students and staff safety by continuing to teach the truths of the Catholic Faith, the virtues espoused by the Church, and the Love that God has for each individual life, from conception to natural death. This will cut to the heart of society's ills as opposed to putting a band-aid on a mortal wound.

The following written procedures are to minimize problems and confusion that accompany disaster. The purpose of this plan is to outline a three-step process for emergency preparedness:

- I. Prevention Strategies
- II. Crisis Action Plans
- III. Post-Crisis Response Guidelines

This guide cannot possibly cover all aspects of emergency preparedness. We do seek:

- To make school personnel more aware and involved in emergency planning.
- To stimulate and develop staff inclusion of safety concepts and procedures.

Continuity of Administration

A Continuity of Administration is established and kept updated for any type of emergency situation. The pastor and principal or designated person will make decisions.

The Pastor of St. Vincent de Paul, the Superintendent of Catholic Schools, and other appropriate persons are notified in each specific crisis event as soon as possible by the principal.

Plan Implementation

The Plan will be:

- Initiated by the principal or delegated person when conditions warrant its execution.
- Implemented by all staff who will remain at school and provide those duties assigned until released by the principal.
- Reviewed at least annually in which functions are identified and pre-assigned.

School Incident Team

A School Incident Team comprised of staff members is organized and activated on an annual basis.

The role of the staff team is to be knowledgeable regarding:

- The details St. Vincent de Paul School and Church buildings (entrances and exits).
- School routine:
 1. Access: inside and outside.
 2. Class schedules: stable or changing.
 3. Current status of school activities: class, lunch, and gym.
- Locations: gas, electric, water, and phone.
- Communication with police, medical personnel, and parents.

Personal Preparedness

When a major emergency occurs, every employee should be prepared and committed to serving their students. To this each employee must:

- Know and complete those assignments for which they are assigned.
- Have the confidence that they have prepared their students regarding how to respond in emergencies.

Evacuation Routes

The principal and School Incident Team is responsible for establishing safe evacuation routes from all school exits. These evacuation routes are to be posted in all classrooms and throughout the building.

Alternate safe area is St. Vincent de Paul Church.

Emergency File

An Emergency File containing Student-Permission Emergency Release Slip information for all students will be maintained in the school office. The school secretary will take this Emergency File whenever the school building is evacuated.

Parent Communication/Responsibility

Pertinent components of the Plan will be included in the beginning-of-school parent packet and other means of communicating with parents.

All parents will complete a student release form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

Staff Function/Roles

St. Vincent de Paul School Disaster Preparedness Plan shall be available to staff, parents, and the students in the office of the rectory and the school. The principal shall make certain that students and staff are familiar with the plan and shall conduct preparedness drills in accordance with state requirements to ensure effective behavior in the event of an actual emergency or disaster.

1. Principal

The principal or designee shall assume overall direction of disaster procedures.

The principal shall prepare written disaster plans and present a copy to the Pastor.

The principal shall:

- Direct evacuation of building, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using alternate systems in case of power failure.
- Arrange for transfer of students when their safety is threatened by floods or approaching fires.
- Issue orders to teachers if children are to assemble in preselected safe areas within the school.
- Schedule required fire drills and keep appropriate records.
- Use discretionary judgment in emergencies that do not permit execution of prearranged plans.
- Inform the Pastor and Superintendent of all emergency actions as soon as possible.
- Post directions for fire and outside siren drills for classrooms and gym.

2. Teachers

Teachers shall be responsible for supervision of students in their charge. Teachers Shall:

- Direct evacuation of students in their charge to inside or other assembly area in accordance with signals, warning written notification, or intercom orders.
- Give the **DUCK, COVER, and HOLD ON** command during an earthquake, or in any surprise form of threat or attack.
- Take roll when the class is relocated in an outside or inside assembly area or at another location.
- Report missing students to the principal or designee.
- Send students in need of first aid to the office or principal.

3. **Maintenance Personnel**

Maintenance Personnel are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodian shall:

- Survey and report damage to the principal.
- Keep tools at each utility shut-off for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines.
- Provide damage control if possible.
- Keep the principal informed of the condition of the school.
- Assist as directed by the principal.

4. **School Secretary**

School Secretary shall:

- Report a fire or disaster to the appropriate authorities.
- Assist principal as needed.
- Provide for the safety of essential school records and documents.
- Operate telephones.
- Monitor radio emergency broadcasts.
- Act as messenger and carrier when so directed.

5. **Cafeteria Manager**

Cafeteria Manager shall:

- Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.

6. **School Incident Team**

The school based Incident Team oversees the implementation of the crisis plan. The team not only plans what to do when disaster strikes, but it ensures that staff and students feel secure in knowing how to respond.

Members

- Administration
- Advisory Committee
- School Secretary
- Maintenance Personnel

Functions:

Effective response assumes that the school community secures support and involvement before a crisis occurs. Contingency provisions include:

- Orderly evacuation procedures to safe area for students and staff.
- Effective communication system.
- Process for securing immediate external support:
 - > Promptly share information with staff and students by means of Intercom or room to room messages.

- > Help determine appropriate actions for students i.e. evacuate school building or school site, return to class, etc.
- > Implement assigned emergency functions.
- > Collect report information concerning student/staff injury, facility damage.
- > Determine the need for, and request outside assistance.
- > Assess plans/procedures after implementation has occurred.

I. PREVENTION STRATEGIES

1. PREVENTION

- Identify appropriate strategies that provide school safety:
 - > Policy and Guidelines
 - > Annual checklist: Safety of Educational Facility.
 - > Tornado Drill: Minimum of 1 per semester.
 - > Fire Drill: Minimum of 4 per year.
 - > Earthquake Drill: Minimum of 1 per semester.
 - > Intruder Drill: Minimum of 1 per semester.

2. INTERVENTION

- Recognize early warning signs (these are not equally significant or in order of seriousness):
 - > Social withdrawal.
 - > Excessive feelings of isolation and being alone.
 - > Excessive feelings of rejection.
 - > Being a victim of violence.
 - > Feelings of being picked on and persecuted.
 - > Low school interest and academic performance.
 - > Expressions of violence - writings and drawings.
 - > Uncontrolled anger.
 - > Patterns of impulsive and chronic hitting, intimidating, and bullying behavior.
 - > History of discipline problems.
 - > Past history of violent and aggressive behavior.
 - > Intolerance for differences and prejudicial attitudes.
 - > Drug use and alcohol use.
 - > Inappropriate access to, possession of, and use of firearms.
- Inform parents of concerns immediately and involve them in meaningful ways.
- Make referrals for troubled students.

II. CRISIS ACTION PLANS

When an emergency occurs, it is critical that every staff member takes immediate steps to protect themselves and others. Each staff member must become familiar with each emergency action and be prepared to do assigned responsibilities.

All students are to be taught what their actions are when the following Emergency Actions are implemented.

- **All Clear** - This action signifies the end of the action that had been initiated.
Announcement: In person or directly over the Intercom, Teachers should immediately begin discussions, activities, etc. to assist students in addressing fear, anxiety, etc. Office will communicate with parents when appropriate.
- **Leave Building** - This action may be taken for reasons of fire, bomb threat, chemical incident, and post earthquake.
Announcement: fire alarm signal or room to room message. Students and staff will move in an orderly manner along predesignated routes from inside building to outside predesignated areas of safety. Office will communicate with parents when appropriate. **Our off-site evacuation location is Rosewood Nursing Home on Northmoor Rd.**
- **Secure Building** - Teachers/Staff should initiate this action anytime they hear extremely violent behavior outside their classroom.
Announcement: “Teachers and students we are now in soft/hard lockdown” or “Please take your positions for an earthquake” or “Evacuate the building to our off school site location”. Teachers and other staff members are to immediately close their “locked” doors and give the **Duck, Cover, and Hold On Command**. While students are getting on floor, close shades if it appears safe to do so. Teachers and students are to remain on the floor until the “**All Clear**” sign is given. Office will communicate with parents when appropriate.
- **Duck, Cover, and Hold On** - This is an oral command given by teacher or staff member who realizes that an earthquake, explosion, or hears the “Please take cover for an earthquake” announcement. When Inside, the students and staff should immediately drop to the floor, get under their desk and hold on. Desks should be arranged that they do not face windows if in close proximity of windows. When Outside, the student and staff should immediately move away from the building and other objects that could topple over and Drop to the ground and Cover their head with hands.
- **Take Cover** - This signal is an interrupted, continuous ringing of school bells. Students and staff should move to predesignated areas of safety. Knees and arms on floor with hands cradled over the head for protection.

MEDICAL CRISIS

1. INJURY OR ILLNESS

In the event of an injury or illness, the immediate concern is to aid the injured or ill student. After identification of injury or illness the following guidelines are to be implemented.

Principal's Office

- Determine the seriousness of injury or illness, rendering care and consideration of the injured/ill.
- Immediately attempt to contact the parent or legal guardian using emergency sheet.
- Based on assessment and in consideration for the injured/ill, one of the following procedures may be used to transport injured/ill to the hospital:
 - > Parents - The parent will come to school and transport in personal car.
 - > Principal - Obtain the services of an ambulance by calling 9-1-1.
- Appoint a staff member to secure emergency health information and to accompany student to the hospital.
- In the event of a serious injury, report situation immediately to the pastor.
An Incident Report is filled out for **all** serious injuries.

Teacher or Recess Supervisor

- Notify the Principal's Office with the name of the injured/ill student.
- Remain with the student and keep him/her as stable as possible.
- Complete Incident Report as soon as possible.

2. IN-SCHOOL DEATH OF A STUDENT

Principal's Office

- Immediately contact police and ambulance 9-1-1.
- Secure the immediate area and personnel.
- Notify the Pastor and the parents of the student.
- Determine if any siblings are enrolled and ask the Pastor to meet with them.
- Notify the faculty and staff in writing of the incident and procedures to be followed.
- Facilitate any investigations by civil authorities.
- Counseling procedures could be implemented with professional personnel.
- Follow Out Of School Death of Student Procedures.

Teacher

- Notify Principal's Office immediately.
- If no perpetrator, remove students from the area and calm them.
- If perpetrator, speak and remain calm until police arrive.
- Isolate witnesses (do not allow them to talk with anyone).
- Await administrative personnel for further instructions.

- Return students to classroom when advised.
- Identify students in need of counseling.
- Complete Incident Report as soon as possible.
- Follow Out Of School Death of Student Procedures.

3. OUT OF SCHOOL DEATH OF A STUDENT

Principal's Office

- Notify Pastor
- Verify all information
- Put faculty phone tree into effect to notify all faculty and staff prior to the onset of the next school day.
- Schedule a 7:30 am. faculty meeting before the onset of the school day.
 - > Provide facts surrounding death.
 - > Inform on specifics of:
 1. How students will be notified
 2. Postponement of any activities
 3. Availability and location of counseling
 4. Discuss identifying high-risk students, classroom management, and grief information
- Maintain contact with family.
 - > Information on funeral arrangements and family's desire for students/faculty at funeral.
- Letter to St. Vincent de Paul parents.
- Provide mandatory faculty meeting at the end of the day to review situation.
- Determine if other area schools need to be notified.
- Provide information to be disseminated on phone inquires.
- Remove student's name from all active records and mailings.
- Prayers and funeral arrangements shall be announced and posted.
- Maintain normal routine of the school day as much as possible.
- Arrange for media spokesperson.

Teacher

- Attend morning and afternoon faculty meeting.
- Aid in identifying high risk students:
 - > Friends of student.
 - > Others distressed by the death.
- May provide opportunity for students to share grief.
- Refer students distressed to Principal for counseling.
- Maintain normal routine of the school day as much as possible.
- Maintain accurate list of students referred to principal for counseling.

4. **VERBAL OR WRITTEN THREATS OF SUICIDE**

Principal's Office

- Notify police and Emergency Response Services (ERS)/Principal's Discretion.
- Notify parents to come and get student.
- With the student and parents, assess the seriousness of the threat.
- Parents must show proof of psychological consultation before student is permitted to return to school.

Teacher

- Send for Principal who will notify police (Principal's Discretion).
- Take threat seriously.
- Tell the student you are concerned.
- Do not leave the student alone.
- Continue to express interest in the student after the threat is over.

5. **FOOD POISONING**

Principal's Office

- Collect all appropriate emergency health information from registration sheets.
- Notify cafeteria to take appropriate actions.
 - > Close cafeteria.
 - > Secure food preparation items for examination and testing.
 - > Store samples of any suspected food item for examination and testing.
 - > Remain available to work with Public Health personnel.
 - > Follow directions from the Public Health Department.
- If problem is serious:
 - > Call 9-1-1 for ambulance.
 - > Administer first aid until medical personnel arrive.
 - > Notify parents.
 - > File appropriate reports with Public health agencies.
- If problem is not serious:
 - > Notify parents.
 - > File Incident Report as soon as possible.

6. **SUSPECTED PHYSICAL ABUSE OF A STUDENT**

School Personnel

- Observe and assess if any suspected abuse or neglect has occurred.
- If any abuse or neglect is suspected, inform the Principal.

- Call DCFS Hotline 1-800-252-2873.
- Complete the Mandated Reporter Form within 48 hours after the phone report. This form is available in the office.

7. **ILLICIT DRUG SELLING OR USE**

Teacher/Staff

- Notify Principal's Office if you think you have witnessed a drug sale, usage or possession.
- Complete Incident Report as soon as possible.

Principal

- Call 673-4521 for police (Principal's Discretion).
- If a student appears to be under the influence, contact emergency services personnel.
- If it is determined that police are to be called, have police officer bring student to the office with backpack, purse, books, and other possessions.
- Ensure that at least two adults and police officer are present at meeting.
- Tell the student what is suspected and ask the student to produce the drugs.
- If student denies or refuses:
 - > Ask the student to empty pockets and all other containers.
 - > If the student yields nothing, two adults, police officer, and student go to the student's desk, book bag, purse and coat for search.
- If drug is found or sale is witnessed:
 - > Police will remove student from school grounds.
 - > Notify parent.
 - > Follow disciplinary action in accordance with the school's student handbook.
- If no drug is found:
 - > Notify the parent.
 - > Meet with student and parent.
- Complete Incident Report as soon as possible.

SEVERE WEATHER CRISIS

1. **TORNADOES OR SEVERE WIND STORMS**

A Tornado Watch simply means that conditions are favorable for tornadoes to develop. In this case, precautions need to be taken to monitor weather conditions.

- Make a room to room announcement that a tornado watch is in effect. Remind staff what is expected if a tornado warning is issued.
- Secretary will monitor weather radio in office. Notify maintenance personnel that a utility shut down may occur and **GAS ONLY SHOULD BE SHUT DOWN** if he hears a tornado WARNING.

- During a tornado WATCH students may be released to a parent or to someone listed on student’s emergency release form.
- If at dismissal time, consideration should be given to retain students until threatening period is over.

Teachers

- Remind students of tornado drill procedures.
- If immediate action called for over intercom, use “Drop and Tuck” Procedure.

A Tornado Warning means that a tornado has actually been sighted. An outdoor warning siren is activated and may be repeated if necessary.

Principal’s Office

- Immediately activate Tornado Warning Signal by saying over intercom: “Teachers please take position for severe weather”. And then repeat
- Move all occupants to Tornado areas in building
- If a tornado is spotted or imminent, issue a “Drop and Tuck” Command over intercom.
- Parents arriving at school to pick up students should be invited to safe areas in building, but are not allowed to remove students.
- Keep all exterior doors closed.
- Monitor the weather alert radio

Teachers

- Evacuate students to designated shelter areas. Take class roster to area. Close classroom door when you leave.
- Have students sit quietly on the floor.
- Take roll and account for all students.
- If you are given a “Drop and Tuck” command, ensure that all students sit against the wall in the disaster position (covering head and neck with hands and arms).

2. BLIZZARD OR SEVERE SNOWSTORM

Principal’s Office

- Assess impact of severe snowstorm on the operation of the school day.
- Notify television/radio stations if school will be cancelled or dismissed early.
 - > WMBD (Ch. 31 / 1470 AM)
 - > WEEK (Ch. 25)
 - > WHOI (Ch. 19)
 - > WIRL (1290 AM)
 - > WXCL
- Notify staff of weather decision.
- If during school day, the principal shall assess situation and inform staff. Oldest in family will call home.

3. EARTHQUAKES

Since earthquakes occur without warning, students are taught methods protecting themselves.

When an earthquake strikes, for one or two minutes, the solid earth may pitch and roll. While the motion is frightening, unless something shakes down on you, it is harmless. Other signs of an earthquake include: Low rumbling noise, like thunder; sliding or crashing together; and difficulty in standing.

DUCK COVER AND HOLD ON PROCEDURE

Each student and staff member takes Cover under a table or desk, Drops to their knees, takes Hold of the desk, and faces away from windows.

- Implement earthquake safety procedures
 - Classroom** DROP and COVER beneath desks or tables
HOLD onto desk, face away from glass
 - Hallways** Move to an interior wall, DROP and COVER head with both arms
 - Gymnasium** CRAWL beneath tables or bleachers and COVER head with both arms
 - Library** DROP and CRAWL beneath tables, and COVER head with both arms
 - Outdoors** MOVE AWAY from buildings, trees, and utilities. LIE DOWN or SIT covering head with both arms. Stay together in open space and wait for further instructions.
- Follow other safety precautions and instructions.
 - > When signs of earthquake are felt or heard, the teacher should shout “DROP” and safety procedures implemented.
 - > Do not strike a match (possible gas leaks).
 - > Do not evacuate building until instructed.
 - > To evacuate use the fire escape routes established.

AFTER THE EARTHQUAKE

Principal’s Office

- Assess evacuation necessity and whether 9-1-1 needs to be called for rescue personnel.
- If necessary, signal evacuation with means available.
- Alert staff to any hazards.
- Alert maintenance and cafeteria personnel to shut off gas and electricity at the main switches, if possible. All gas appliances and motors need to be shut off.

Teacher

- Stay under shelter until shaking stops.
- Be prepared to evacuate immediately if fire is a danger.
- Stay calm and review evacuation procedures with students.

- Report any critical injuries to Principal's Office and account for all students.
- When instructed to evacuate, move students along evacuation route to the outdoors.
 - > Remain with critically injured students.
 - > Arrange to evacuate other students.
 - > Take roll again and account for all students.
 - > Stay calm and reassure students.

FACILITY CRISIS

1. FIRE

Principal's Office

- Sound the fire alarm to commence evacuation upon any discovery of a fire. Use intercom if alternate evacuation route is to be used.
- Call 9-1-1 for fire department notification. Use fire extinguisher, if appropriate.
- Evacuate all staff and students to pre-designated areas.
- Pre-appointed staff members should search all areas of building for stragglers.
- Ensure that maintenance and cafeteria personnel have turned off all motors, fans, and other power-driven equipment.
- After total roster is collected, notify fireman of any missing persons.
- If students are to be dismissed, St. Vincent de Paul Church will be the check-out area.
- If students are to return to school, an ALL CLEAR signal will be given.

Teacher

- Evacuate when fire alarm is sounded.
 - > Be aware of pre-designated evacuation route.
 - > Take grade book with you.
 - Close classroom door and turn out lights. This will help to confine fire.
 - Predetermined teachers check the bathrooms.
 - Leave building in orderly, quiet manner.
 - Take roll at evacuation site to ensure that all students are accounted for.
 - Report any students missing IMMEDIATELY to firemen.
 - Render first aid as necessary.
 - Keep students at least 500 feet from building and emergency vehicles.
 - Confine the fire by closing doors.
- Staff and students are not to return to the building until Fire Department officials declare the area safe.

2. HAZARDOUS MATERIALS

Warning of a hazardous materials incident is usually received from fire, police, or emergency service officials. When such an incident is close to the school, a threat to the safety of the school may occur. Some hazardous material releases may include an overturned tanker, truck, or train as well as a broken fuel line, gas leak, or a commercial establishment that uses chemicals that may be hazardous. Whether the incident occurs at the school or off the school grounds, the following procedures are to be followed.

Principal's Office

- Call 9-1-1 for Police and Fire Departments.
- The Fire Department's officers will assess the need to evacuate the building or the school grounds.
- If told to evacuate, move crosswind, not directly with or against the wind which may carry fumes.

Teacher

- Follow instructions of the Principal's Office.
- If evacuation is necessary, follow evacuation route as determined by the Fire Department or Principal's Office.
- Take class grade book and take roll.
- Do not return to the building until directed to do so by the Principal's Office.

3. UTILITY EMERGENCY

Principal's Office

- In the event of Electric Power Failure:
 - > Call Ameren 672-5252.
 - > Call Water Company 671-3700.
 - > Instruct staff/students to either remain in place or evacuate the building.
- In the event of a Gas Line Break:
 - > Evacuate the building immediately, if necessary.
 - > Call Ameren 672-5142.
 - > Call 9-1-1 for Police and Fire Department.
 - > Inform the Cafeteria Director.
 - > Evacuate to Church and use assigned areas.

Teacher

- Follow instructions from the Principal's Office.

4. BOMB THREAT

Principal's Office

- Call 9-1-1 and report a threatening call has been received. Do not mention a bomb, if possible, to avoid media coverage. Tell dispatcher not to put it over the regular frequency.
- Make the decision to evacuate the building. Our off-site evacuation site is Rosewood Nursing Home on Northmoor Rd.
- Do not use radios, electronic bells, or intercom system.
- Pass information class to class with a written note.
- If evacuation is made, evacuate to Rosewood Nursing Home on Northmoor Rd.
- Wait for "all clear" from police before allowing students back into building.
- File an Incident Report.

Teacher

- Evacuate when advised.
- Make visual check of classroom and report anything unusual to police. **DO NOT TOUCH ANYTHING SUSPICIOUS.**
- Bring grade book with you and take roll call at evacuation holding area.
- Take attendance when students are assembled. Report to Principal.

Person receiving phone call

- Keep caller on line for as long as possible and do not hang up.
- If student receives the call, student should get an adult to the phone as quickly as possible.
- Signal someone to alert the Principal.
- Write down all information given by caller.
- Use Bomb Threat Checklist.
- Attempt to guess caller's age, sex, race, and any accent.
 - > Identify any background noises.
 - > Write down any impressions of caller.

5. VANDALISM

Principal's Office

- Notify the Pastor of the damage.
- Assess the damage.
 - > Cordon off area.
 - > Call 9-1-1 if vandalism is in progress, otherwise use 673-4521.
 - > Take photos of the damage.
 - > Note time, location, extent, and kind of damage.
 - > After the police have seen the damage, call maintenance to clean up or repair.
 - > Attempt to identify vandal(s).

- Find witnesses, if possible.
 - > File appropriate charges.
 - > If student, notify parents.
 - > Follow disciplinary action according to school's student handbook.
- File complete report and damages.

VIOLENCE CRISIS

1. **VIOLENT ACTIONS**

Violent actions are defined as a physical assault, fights, verbal assaults, and/or verbal threats.

All faculty can have a calming effect by their actions and reactions to the situation. Good judgment and reasoned action will minimize the disturbance. Individual fear or emotion must be controlled and not communicated to students.

Principal's Office

- Assess situation.
- Call 911 if student (s) refuse to cooperate.
- Follow disciplinary action in accordance with school's student handbook.
- File an Incident Report.

Teacher

- Make verbal contact in a calm, low-toned voice.
- If behavior does not cease, shout "stop," then lower your voice and encourage student(s) to go to the Principal's Office with you.
- If the student(s) refuse to cooperate, notify the Principal's Office that you need assistance with a violence problem.

2. **SEXUAL ASSAULT**

Teacher/Staff

- Notify Principal's Office immediately.
- Complete Incident Report.

Principals Office

- Isolate victim and assess for need of emergency personnel.
- Isolate suspect, if possible. Call 9-1-1 if there is a risk of violence or fleeing.
- Isolate witnesses and do not allow them to talk to anyone or each other.
- Protect the crime scene if done on school property.
- Obtain victim's emergency health information.
- Notify parents of students involved.

- Call police: non emergency.
- Inform staff; seek counseling services; and facilitate any investigations by civil authorities.

3. WEAPONS OR HOSTAGE

Teacher

- Notify Principal's Office as soon as possible and advise whether a weapon is suspected or visible.
- Try to calm student and others.
- **STOP**
 - > Do not approach the student.
 - > Do not attempt to confiscate weapon.
- If weapon is visible or student is threatening:
 - > Ask student in a calm voice for permission to evacuate the rest of the class.
 - > Evacuate quickly, if allowed.
 - > Take grade book with you.
 - > Keep talking with student until police arrive.
 - > Ask student to stop what he/she is doing.
 - > Ask "What is wrong? OR What do you want?"
- When police arrive, do as they advise.
- After incident, file report as soon as possible.

Principal's Office

- Call 9-1-1 for police.
- If weapon is suspected:
 - > Have police officer bring the student to the office with backpack, purse, books, and other possessions.
 - > Ensure that at least 2 adults and a police officer are present at the meeting.
 - > The police officer will search for the weapon.
 - > If a weapon is found, police will remove student.
 - > Notify parent.
 - > Follow disciplinary action in accordance with the student handbook.
- If weapon is visible:
 - > Escort police to scene.
 - > Stay out of view of the student.
 - > Work with police as directed.
 - > Under police advisement, consider options:
 - > Announce "**We are now in soft/hard lockdown**" on the Intercom, which means that all teachers are to shut already locked doors.
 - > Have administrator evacuate any students in public areas or locked out of classrooms to a safe area outside the building
 - > Evacuate building by Intercom announcement. **DO NOT USE THE FIRE ALARM SYSTEM.**

4. DISTURBANCES OR DEMONSTRATIONS

Teacher

- Notify Principal's Office immediately. Step back and wait for assistance.

Principal's Office

- Evaluate severity of situation as soon as possible.
- If serious problem:
 - > Call 9-1-1 for police.
 - > Be prepared to:
 - > Bring all students/staff indoors.
 - > Lock all doors.
 - > Intercom announcement: **"Teachers, we are now in soft or hard lockdown".**
 - > Deny unauthorized access to building.
 - > Advise staff of situation.
 - > Hold students past dismissal if necessary.
- If conflict is within building, make verbal contact, calmly.
 - > If behavior does not cease, shout "Stop," then lower your voice.
 - > Separate factions and try to move to a more isolated area.
 - > Await arrival of police and cooperate.
 - > Notify parents
 - > Take disciplinary action in accordance with student handbook.
- File an Incident Report.

NOTE

*** Understand that violence is time-lined, if you can delay long enough, it will subside.

*** Never grab or touch a violent student unless they are causing harm to themselves or to others.

*** Try to get the area emptied of other students so there is less audience and less danger.

5. INTRUDERS

Teacher/staff

- Report any suspicious person to the Principal's Office immediately.

Principal's Office

- Approach intruders and determine the nature of their presence.
- Ask for identification.
- Direct and/or accompany them to office.
- If no acceptable purpose, ask them to leave.

- If they refuse to leave:
 - > Remind them that they are in violation of the law.
 - > Alert them that police will be called.
 - > If continued refusal, call non-emergency police number 673-4521.
 - > If severe situation, call 9-1-1 and announce. “**Teachers we are on a soft/hard lockdown**” over the Intercom to alert teachers to shut their already locked doors.
- File an Incident Report.

III. POST-CRISIS RESPONSE GUIDELINES

Teacher

- Provide a safe place – give them safety and acceptance.
- Tell children early and after, that you are available to listen and talk.
- Help students brainstorm what they can do to help themselves feel safe and more comfortable.
- Keep in contact with the parent.

Principal’s Office

- Coordinate Community Response with the Pastor.
- Help parents understand reactions to crisis.
- Help teacher and staff deal with their reactions to crisis.
- Help students and faculty adjust after the crisis.

ACTIVITIES TO CALM CHILDREN

A first step for parents is to understand the kinds of fears and anxiety a child experiences. Recognize that a child who is afraid is afraid! Parental understanding and helpful intervention can reduce the severity of fears and prevent more serious problems from developing. Listen to what your child tells you about his/her fears. Explain as well as you can about the disaster and about the known facts and encourage your child to ask questions or describe what they are feeling.

Immediately following a quake, fire, flood or other disaster:

- Keep children as quiet as possible.
- Encourage deep breathing exercises.
- Sing familiar songs, such as carols, nursery rhymes, etc. (Primary only).
- Play word-guessing games.
- Talk about happy memories that they can recall.
- Make a plan for what they will do over the next 24 hours.
- Whenever possible, give children tasks to perform as part of the response.
- Mostly, keep children in their area, quiet, seated, and breathing deeply and regularly.

ADDITIONAL FOLLOW-UP:

- Make a deliberate effort to avoid inactivity and get back to routine, indicate to the child that you are maintaining control.
- Be understanding but firm, be supportive, and make decisions for the child.
- Maintain discipline, which sets boundaries that provide stability.
- As much as possible, STAY TOGETHER.