

HAYSVILLE USD 261

**DISTRICT CRISIS
PLANNING GUIDE**

2009-2010

**Operations Department
(316) 554-2210**

A school crisis response plan is written with explicit intent to:

- ✓ *Protect and Sustain Life*
- ✓ *Reduce Emotional Trauma*
- ✓ *Assist in Emotional Recovery from Trauma*
- ✓ *Minimize Personal Injury*
- ✓ *Minimize Damage to a Facility*

DISTRICT CRISIS PLANNING GUIDE

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Determine the nature of the incident

**In case of a life threatening emergency,
always call 911 immediately.**

If you need **District Immediate Response**

- Threats
- Intruders
- Other Acts of Violence
- Explosions/Bombs
- Tornadoes, other weather related incidents
- Weapons
- Physical Assaults
- Fires
- Utility Failure

**Call Superintendent's Administrative Assistant 554-2200
and follow the procedures on pages 3-6**

If you need **District Crisis Counseling Services**
for recovery issues

Call 554-2200 and follow the procedures on page 6

To Activate the Crisis Response

Step 1 **CRISIS ASSESSMENT**

Calmly determine:

- Is danger present or imminent for students/staff?
- Does anyone need medical assistance?
- What emergency support personnel are needed?
- Is BOE property damaged?
- Is district support response needed?
- Are there hazardous materials involved?

CALL

Always call Superintendent's Administrative Assistant 554-2200; however, for immediate life threatening incidents call 911 first.

554-2200

Notifies:

911/Sedgwick County Emergency Services (if needed and not called by the school)
Director of Operations
Superintendent
Assistant Superintendents
Community Relations Coordinator
Maintenance Supervisor
Transportation Services
Food Services

911

Based on their protocol

911 Notifies:

Law Enforcement
Fire Department
Emergency Medical Services

CRISIS RESPONSE

Step 2

SCHOOL IMMEDIATE RESPONSE

Activate school crisis plan and team

Secure the area for student/staff safety

Provide first aid

Determine if District Support Response is needed

If student(s) are sent to the hospital:

- Document names
- Contact parents
- Send staff to hospital with cell phone or BOE radio

Designate staging areas

Inform staff and others

Update Superintendent's Administrative Assistant
554-2200

Step 3

DISTRICT IMMEDIATE RESPONSE

ESTABLISH INCIDENT COMMAND CENTER
(Director of Operations, Building Principal and pertinent personnel)

Coordinate responders

Secure area:
investigate and preserve evidence

Establish school telephone line

Establish parent/student reunification area

Establish school counseling area*

Establish first aid staging area

Establish media staging area

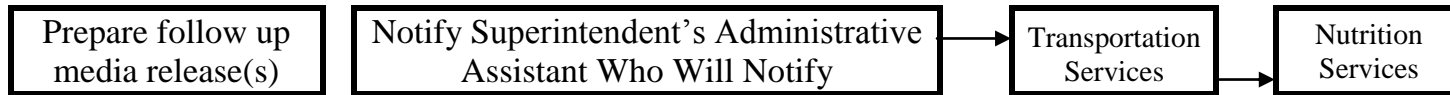
Prepare statement for staff, parents and press

Activate parent notification, if appropriate (get prior approval as needed)

*If needed follow the [District Crisis Counseling Response Flow Chart](#) (see page 6)

Step 4

IF SCHOOL IS DISMISSED (district crisis team will assist)



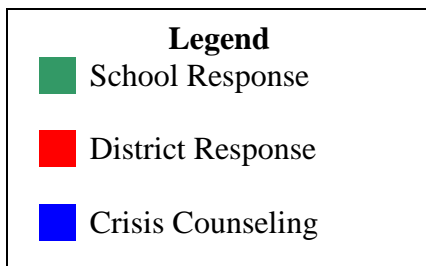
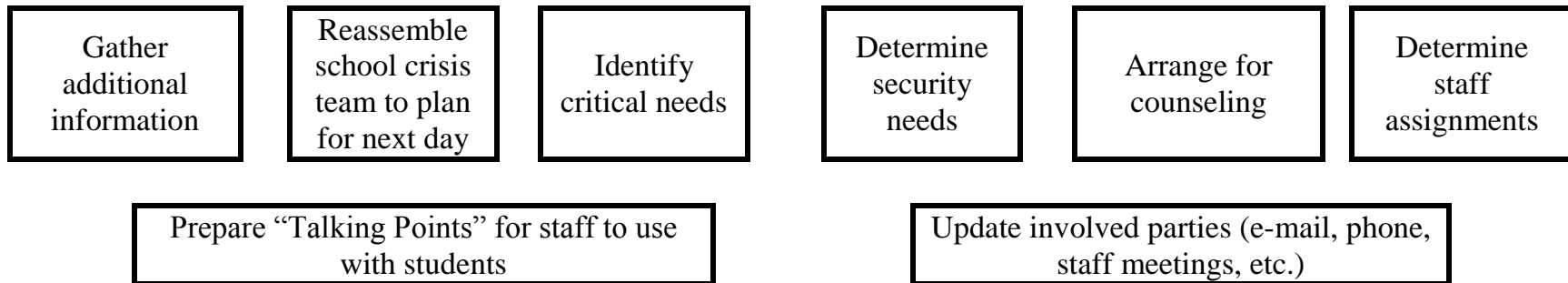
Step 5

DEBRIEFING (district crisis team will assist as needed)



Step 6

PLANNING FOR NEXT DAY (district crisis team will assist as needed)



**RETURN TO NORMAL SCHEDULE
AS SOON AS POSSIBLE**

DISTRICT CRISIS COUNSELING SERVICES

CRISIS RESPONSE

Step 1 **DETERMINE**

- What happened?
- Who has been affected, directly and indirectly?
- When did the incident take place?
- Where did the incident take place?
- What is the status of involved individuals?

If needed, contact Superintendent's Administrative Assistant 554-2200
to request District Crisis Counseling Team

Step 2 **SCHOOL RESPONSE**

- Activate the school crisis team
- Inform staff members

Step 3 **DISTRICT IMMEDIATE RESPONSE**

- Support and advise school staff members
- Designate school counseling staging area
- Coordinate responders
- Identify and alert other schools indirectly affected
- Provide group and individual counseling/health services
- Prepare and disseminate statement for students and parents

Step 4 **DEBRIEFING**

- Meet with all staff
- Identify staff/students needing follow-up

Step 5 **PLANNING FOR THE NEXT DAY**

- If necessary provide update information to staff, students and parents
- Plan for counseling/health services
- Remember anniversary dates and monitoring needs

RETURN TO NORMAL ACTIVITY AS SOON AS POSSIBLE

SCHOOL CRISIS RESPONSE FLOW CHART NARRATIVE

Preparing for a Crisis:

Preparation is essential for effective response to crisis situations. A site-specific crisis plan must be developed for each facility. All staff must be trained on the content of the crisis plan. Crisis drills should be planned and carried out during the school year.

Building level teams should include some or all of the following personnel:

- Principals and Assistants
- SRO
- Counselors
- Security Officer
- Custodians
- Clerical Staff
- Nurses
- Cafeteria Personnel
- Key Teachers
- Parent/Student Representation

For developing an effective team, characteristics to look for include: the ability to remain calm, staying focused and confident, ability and authority to make logical decisions, ability to follow instructions and work as a team member, willingness to accept responsibility, flexibility and knowledge of the school and its functioning. The ability to set aside other duties to join the team in a crisis is also important.

The crisis response plan is written with the explicit intent to:

- ✓ Protect and Sustain Life
- ✓ Reduce Emotional Trauma
- ✓ Assist in Emotional Recovery from Trauma
- ✓ Minimize Personal Injury
- ✓ Minimize Damage to a Facility

Step 1 – Crisis Assessment

The administrator or designee must quickly assess what has happened. The designated person must summarize the facts of the incident, or gather additional information, and effectively communicate pertinent facts to request further assistance.

- **Is danger present or imminent?**
- **Does anyone need medical assistance?**
- **Which district and/or emergency support personnel is needed?**
- **Is BOE property damaged?**
- **Are there hazardous materials involved?**

Always call the Superintendents Administrative Assistant 554-2200; however, for life threatening incidents call 911 immediately. The designated person calls 554-2200 with a brief, but thorough description of the crisis, and indicates which personnel are needed to assist. In an imminent life threatening incident, 911 is contacted first. After 554-2200 and 911 are called, district support personnel will be contacted immediately.

In the event of a crisis incident, the building principal shall notify the Superintendents Administrative Assistant about the incident and immediately implement the school's crisis plan. When notified of a building crisis, the Director of Operations will activate a district-wide crisis response team to respond to the scene of the crisis. Upon arrival at the crisis scene, the Director of Operations or designee will direct the school district's response to the crisis incident.

Identified Tasks – Use full names when indicating persons' responsibility

Everyone has the responsibility to report crises or potential crisis situations.

1. The incident is reported to the principal or principal designee.
2. Quickly assess what has happened based on facts.
 - **Is danger present or imminent?**
 - **Does anyone need medical assistance?**
 - **Which district and/or emergency support personnel is needed?**
 - **Is BOE property damaged?**
 - **Are there hazardous materials involved?**
3. Summarizes the facts available about the incident, or gathers additional facts to communicate the request for further assistance, and appropriately directs responding personnel.
4. Decides if a crisis is occurring and identifies the nature/type of crisis.
5. Decides what assistance is necessary (assembles the school crisis team and decides what support is needed).
6. Decides what immediate action to take (secure the facility, full lockdown, shelter-in-place, evacuation, command center, request for District Crisis Team, and/or other public safety assistance).
7. Activates the crisis plan.
8. The designated person calls 554-2200 and/or 911 to communicate the situation and need for emergency responders.

Step 2 – Crisis Response

School Immediate Response:

- Activate crisis plan and team.
- Secure the area for student/staff safety.
- Provide first aid.
- If students are sent to the hospital: document names, contact parents, send staff to the hospital with a cell phone or BOE radio.
- Determine if district support response is needed.
- Designate staging areas.
- Inform staff and others.

Identified Tasks:

School Immediate Response:

1. Designated staff announces the incident to staff with the appropriate instructions for the crisis.
 - We need to secure the building (lock interior and exterior doors)
 - We need to evacuate the building (follow fire drill exits)
 - We need to shelter-in-place (go to shelter-in-place location)
2. The School Crisis Team reports to designated location or back-up location to meet for information, decision-making and special assignments.
3. The School Crisis Team:
 - a. Decides if a school Emergency Command Center needs to be established and where it will be located.
 - b. Maintains student/staff information database and staffs the student check out location (have student database information readily available to aid in the account of students assigned to each class).
 - c. Takes the student/staff information.

Secure the area for student/staff safety:

Designated Staff:

1. Provides and coordinates security and safety at the scene of the crisis until additional help arrives.
2. Decides if evacuation or lockdown is necessary.
3. Takes evacuation information to the evacuation site.
4. Takes the student information and facilitates the student release process at the evacuation site (documenting the release of students to their parents/guardians may require one to four staff members).
5. Notifies the Superintendent's Administrative Assistant 554-2200.
6. Is our evacuation site.
7. Is our contact person and number.
8. Is our backup evacuation site.
9. Is our contact at the backup site.
10. Is our backup contact person and number.
11. Determine if plan for students and staff members with special needs should be implemented.

Provide first aid.

Designated Staff:

1. Takes the nurses supplies, student information and coordinates first aid being administered.
2. Coordinates the campus health center and decides if more equipment and supplies are needed.

If students are sent to the hospital:

Designated Staff:

1. Records names of those injured and/or directly involved.
2. Records names of those going to the hospital.
3. Contacts families of those going to the hospital.
4. Proceeds to the hospital for support with a cell phone or BOE radio.

Designate staging areas:

The staging areas for media, health and parent/student reunification will be predetermined. In some instances use of backup staging areas will be necessary. Designated staff will be able to direct responders and parents to staging sites.

Pertinent Information:

1. Is the press/media staging area.
2. Is the backup health staging location.
3. Is the parent/student reunification area.

Inform staff and others:

Other staff reports to predetermined assignments to fulfill staff roles and responsibilities.

Designated Staff:

1. Informs staff of the details of the crisis as soon as possible.
2. Establishes what information needs to be communicated with students, families and the community.
3. Maintains communication with staff.
4. Communicates with concerned parents at designated location.
5. Writes memo(s) to staff and parents.

Step 3 – District Immediate Response

The District Crisis Team will respond. Assigned staff will work with designated district responders.

The call to 554-2200 will initiate assistance as requested. In order to better coordinate response personnel, it may be necessary to establish a Command Center. The Command Center should be staffed with an administrator or teacher in charge who knows the building and school functions. The principal, if possible, should be flexible, not tied down to a specific task or roll.

- **ESTABLISH INCIDENT COMMAND CENTER** (Director of Operations, Building Principal and pertinent personnel)
- Secure the area: investigate and preserve evidence
- Establish campus telephone line
- Establish parent/student reunification area
- Establish campus counseling area*
- Establish first aid staging area
- Establish media staging area
- Prepare statement for staff, parents and press

*If needed follow the [District Crisis Counseling/Health Services Crisis Response Flow Chart](#)

Identified Tasks:

1. The Director of Operations and assigned staff will establish Incident Command Center.
2. The Incident Commander will coordinate responders.
3. Law enforcement and assigned BOE staff will secure the area, as well as, investigate and preserve evidence.
4. The Community Relations Coordinator and assigned staff will establish campus telephone lines.
5. Designated building staff will establish reunification site.
6. The Mental Health Crisis Team Leader and assigned staff will establish and coordinate the counseling center.
7. The District Nurse and assigned building staff will establish and coordinate first aid area.
8. The Community Relations Coordinator along with designated building staff will establish staging area and communicate with media and press.
9. The Community Relations Coordinator with designated building staff will prepare a statement for staff, parents and press.
10. The Director of Operations and designated building staff coordinates bomb threat response.
11. The Director of Operations, law enforcement and assigned building staff coordinates bomb searches of the building/grounds.
12. The Director of Operations, law enforcement and designated building staff coordinates hostage or dangerous person response.
13. The Director of Operations, emergency responders and designated building staff coordinate chemical/ biological agent response.
14. The Supervisor of Maintenance and designated building staff will arrange for emergency building repair.

Step 4 – If School is Dismissed or Evacuated

If the crisis is such that school must be dismissed, consider the operational and logistical aspects

- School dismissal must be discussed with and approved by the Superintendent
- Prepare follow-up media release(s).
- Notify Transportation Services
- Inform Nutrition Services
- Inform all administrators

Identified Tasks:

Designated Staff:

1. The Superintendent decides if an early dismissal of students is necessary.
2. Notifies the Superintendent's Administrative Assistant, who will then contact persons on incident notifications list including Transportation and Food Services.
3. Directs parents/guardians to the reunification area at the evacuation site.

Step 5 – Debriefing

Debriefing is a critical component of any crisis incident. You should meet with all staff members to discuss the crisis and to give them the opportunity to emotionally process what has happened. Assistance is available for crisis debriefing.

- Meets with all staff members
- Identify follow-up needs for staff and students
- Begin to capture lessons learned
- Write summary of incident

Identified Tasks:

Designated Staff:

1. Calls for and sees that a crisis incident debriefing for staff is conducted.
2. Based on feedback, identifies follow-up services needed for staff and/or students and notifies the district crisis team leaders.
3. Begins to capture “lessons learned” and makes plans to incorporate them into revisions and training.
4. Writes a report detailing the facts about the incident and district’s response to the crisis.

Step 6 – Planning for the Next Day (and thereafter)

Key staff members and resource people who can assess the critical needs for continuing school the next day work toward returning to the normal schedule and routine as soon as possible.

- Gather additional information
- Determine security needs
- Arrange for counseling
- Reassemble campus crisis team to plan for the next day
- Determine staff assignments
- Identify critical needs
- Prepare “talking points” for staff to use with students
- Updated involved parties (e-mail, phone, staff meetings, etc.)
- **RETURN TO NORMAL SCHEDULE AS SOON AS POSSIBLE.**

Identified Tasks:

Designated staff:

1. Gathers updated information (facts about the incident).
2. Determines the need for and schedules additional security.
3. Determines the need for and makes arrangements for counseling service.
4. Determines and communicates changes in staff assignments.
5. Monitors staff assessment of students and co-workers for the emotional impact of the crisis.
 - a. Identifies critical needs.
 - b. Identifies what follow-up services are needed for students, staff and first responders and notifies the district crisis team leaders.
6. Updates information to all concerned parties.

Note:

As with any crisis, it is essential to establish a sense of normalcy as quickly as possible so that students and staff members return to a feeling of safety.

CRISIS RESPONSE MEMOS TO SEND HOME

**Contact the Community Relations Coordinator who
will write or assist in writing a memo to parents.**

STUDENT/PARENT REUNIFICATION SYSTEM

Before a Crisis:

- ❑ **Establish multiple release/checkout locations at your building and evacuation site.**
The number of check out locations will depend on the number of the student population, the configuration of the evacuation site building, and the division of the students within the evacuation site.
- ❑ **Know where to locate the evacuation site key** and how to disarm any alarm system.
- ❑ **Locate the evacuation site water supply and bathrooms.** Know the number of stalls available.
- ❑ **Prepare large signs to direct** parents, community and emergency personnel to checkout locations.
- ❑ **Determine specific areas where parents will wait** for students to be brought to them.
- ❑ **Identify bus-loading areas for students.** Different accommodations may be needed for special needs students.
- ❑ **Be familiar with the content of the Office evacuation supplies and information**
 - Updated student enrollment list.
 - Standard checkout form requiring signatures.
 - Separated student information according to predetermined groupings, if applicable. (i.e., grade level, bus riders vs. walkers, etc.)
 - Special needs and circumstances for students and staff (including permanent and temporary needs, i.e., students/staff with permanent disabilities requiring a wheelchair or persons with temporary disabilities – broken leg, requiring crutches)
- ❑ **Identify two staff members for each responsibility:**
 - Lead the checkout process at each checkout location.
 - Escort students to parents waiting area.
- ❑ **Equipment needed to amplify large group announcements (bullhorn)** if an intercom system is not available.
- ❑ **Determine where emergency services will be available** for students, staff or other personnel who may need immediate attention. (i.e., insulin, asthma control, hydration, etc.)

During a Crisis:

- ❑ Bring the emergency notebook(s) with the student information.
- ❑ Bring the other office information.
- ❑ Send identified staff with checkout responsibilities immediately.
- ❑ Establish emergency services area.
- ❑ Communicate through identified personnel only.
- ❑ Bring a cell phone or BOE radio.

Consider the following in making plans:

- ❑ Weather.
- ❑ Distance of outside exposure to the evacuation site.
- ❑ On-going building construction.

STAFF ROLES AND RESPONSIBILITIES

(The following are definitions of other staff roles and responsibilities. Staff should identify the role most closely associated with their position.)

Administrator-in-Charge

1. Coordinates emergency response effort. Assesses the situation, engages appropriate crisis response and monitors implementation.
2. Assigns duties as needed.
3. Ensures that necessary notifications are made. Reviews and approves public information releases with district Community Relations Coordinator. Keeps staff updated on circumstances and events as new information becomes available.
4. Coordinates law enforcement, fire, and medical response.
5. Remains in the Command Center and manages the crisis (unless otherwise determined). Remains highly visible to show support and control of the situation.
6. Makes arrangements to reschedule any cancelled events and activities.
7. Gets emergency kit or designates personnel to do so.

First-Aid Responders

1. Provide emergency first aid until medical assistance arrives.
2. Gets nurses emergency first aid equipment and supplies.

Site Coordinators

1. Respond to site of emergency and control access to the impacted area. Assigns, supervises and coordinates with law enforcement staff to supervise and control the incident site, perimeter, crowds, access and direct traffic, and escort visitors.
2. Maintains liaison with public safety agencies on operational issues.
3. Preserve crime scene until law enforcement arrives and assumes control. Collects, organizes and documents facts, statements and information. Briefs incident commanders and other key officials on investigations and security issues.
4. Other duties associated with protection of life, property, and information.

Police/Fire/Medical Coordinator(s)

1. Meet emergency personnel and direct them to the scene.
2. Return to front of school and direct media, parents, and central office personnel to appropriate locations.

Sweep Team Coordinators

1. Assemble adults into sweep teams who do not have student supervisory duties to check restrooms, hallways, and other non-classroom areas for students and outsiders.
2. Pick up “missing student” lists from each teacher in their assigned sweep area.
3. Assemble the lists of missing students and forward them to the Command Center.

Media Coordinator

1. Coordinates with the administrator in charge. Engages and monitors implementation of the crisis plan.
2. Meets with the Community Relations Coordinator and the media to arrange for their needs.
3. Assists in arranging interviews. Coordinates appropriate media briefings and other incident-related communications and information dissemination.
4. Provides updated fact sheets for clerical staff and other persons communicating with parents and the public. Maintain detailed records of the information requested and released.

Parent Coordinators

1. Responsible for dealing with parents who may arrive at the school.
2. Advise parents of the preparation of a news statement and the situation.
3. Advise the parent if their child is or isn't involved in the emergency.
4. Assist in releasing students to those parents who wish to take their child home.

Recorder (Clerical Staff)

1. Have one designated secretary on the crisis team (if possible) to document the actions taken by school officials in managing the crisis. Responsible for recording the time notifications were made and who was notified. Maintain a log of phone calls (when possible). Limit and monitor the use of office phones during an emergency, especially by students, strangers, and visitors.
2. Maintain a log of the sequence of events.
3. Utilize fact sheets prepared for communications with parents, community members, and other callers. Refer media inquiries to the designated staff.
4. Coordinate requests for copying, supplies, and other items needed to manage the incident.

Teachers

1. Know how to implement evacuations and lockdowns, or other directives as issued by crisis management leaders. Be flexible!
2. Do not assume everything is secure and clear until given an "all clear".
3. Stay with and supervise students. Take student roll and report missing students.
4. Know how to report concerns and needs related to crises, and to whom to report.
5. Communicate clearly, concisely, and honestly to students before, during, and after the crisis.

Counselors

1. Establish and coordinate group and individual counseling opportunities for students, staff and others during and post crisis and include self-referral systems.
2. Identify resources for teachers, parents, administrators, and others to help identify and manage grief and healing processes.
3. Coordinate debriefings and make services available to those providing care and management of the crisis.
4. Maintain adequate records of services provided.

Custodians and Maintenance Personnel

1. Assist in physically securing the building and grounds.
2. Be available to brief public safety responders on building design and operations. Have information available on emergency shut-off controls for utilities, alarms, bells, etc.

Transportation Staff

1. Be available and flexible for short notice emergency transportation needs.
2. Become familiar with alternative site plans, evacuation routes and procedures.
3. Maintain rosters and emergency contact information for all riders.

Parents

1. Learn and follow procedures established by school officials for responding in crisis situations. Use predetermined reunification and alternative sites and other logistical requests.
2. Learn to recognize children's psychological responses after critical incidents. Support children and encourage them to communicate their thoughts, feelings, and concerns.
3. Avoid finger pointing and blame to focus on healing and recovery. Be realistic regarding what steps should be taken concerning security changes after a crisis incident.

Students

1. Remain calm and quiet.
2. Follow directions of school staff.
3. Report any concerns and needs.

HAYSVILLE PUBLIC SCHOOL USD 261

INCIDENT NOTIFICATION PLAN

DAYTIME NOTIFICATIONS: SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT 554-2200

Always notifies: Superintendent, Director of Operations, Community Relations Coordinator; Assistant Superintendents; District Crisis Team when needed.

AFTER HOURS AND WEEKEND NOTIFICATIONS: DIRECTOR OF OPERATIONS 761-8473

Always notifies: Superintendent; Administrator(s) that correspond with the incident; Community Relations Coordinator; District Crisis Team when needed.

INCIDENTS

ACCIDENTS AND INJURIES

- *Assault/serious injury or death of student, employee or patron on district property or at a school sponsored activity
- *Death of a student or staff member
- *Any school bus or district vehicle accident
- *Law enforcement/Emergency Medical Services (EMS) Fire Emergency Response

VIOLENCE

- *Bomb threat
- *Serious violent act
- *Weapon(s)

BUILDING DAMAGE

- *Any building damage
- *Vandalism/Burglary
- *Building damage posing a threat to students or employees

FIRE OR HAZARDOUS MATERIALS

- *Fire in a building or on the grounds of district property
- *Hazardous material release or spill

WEATHER

- *Weather that poses a threat of danger or has caused injuries or building damage

OTHER

- *Any circumstance which threatens the OPENING or CLOSING of a school
- *Loss of water, electricity, natural gas or district telephone service
- *Request of shelter use of a facility by Sedgwick County Emergency Management or Red Cross

August 2009

HAYSVILLE USD 261

SCHOOL CRISIS PLAN

2009-2010

Haysville Middle
School

Dr. Michael Maurer
Principal

Crisis Team Members – List first and last name. List whether the person is CPR certified.

<u>Dr. Michael Maurer</u>	No	<u>Office/554-2255</u>	945-8818/706-9417
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #
<u>Mrs. Samantha Glover</u>	No	<u>Office/554-2251</u>	788-7130
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #
<u>Mr. Clint Shipley</u>	Yes	<u>Office/554-2251</u>	518-7997
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #
<u>Mrs. Pam Burkett</u>	Yes	<u>Office/554-2251</u>	524-0391
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #
<u>Mrs. Tamara Schlereth</u>	Yes	<u>Office/554-2251</u>	777-0508
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #
<u>Mrs. Cindy Williams</u>	No	<u>Office/554-2251</u>	524-8203
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #
<u>Mrs. Bonnie Darbyshire</u>	Yes	<u>Office/554-2251</u>	522-8578
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #
<u>Mrs. Julie Dombo</u>	No	<u>Office/554-2251</u>	686-3019
Name	CPR Certified? Yes/No	Room #/Phone #	Home #/Cell #

First Crisis Team Meeting Date:	<u>ASAP by 9/30</u>	Crisis Drill Dates:	<u>By 9/30</u>
Date to Review Crisis Plan with Staff:	<u>ASAP by 9/30</u>		<u>TBD</u>
Date Crisis Team is to Visit Evacuation Site:	<u>ASAP by 9/30</u>		<u>TBD</u>
Date to Review Crisis Procedures with Students:	<u>Guided Study by 9/30</u>		

Michael D. Maurer, Ed.D.

Principal's Signature

**COMPLETED PLAN DUE TO THE SUPERINTENDENT, DIRECTOR OF
OPERATIONS AND COMMUNITY RELATIONS COORDINATOR**

**BY
AUGUST 31, 2009**

SCHOOL CRISIS RESPONSE

Step 1 CRISIS ASSESSMENT

1. Incident is reported to principal or principal designee.
2. Principal or principal designee quickly assesses what has happened based on facts.
 - **Is danger present or imminent for students/staff?**
 - **Does anyone need medical assistance?**
 - **What emergency support personnel are needed?**
 - **Is BOE property damaged?**
 - **Are there hazardous materials involved?**

Call

1. Dr. Maurer and/or Mrs. Darbyshire and/or Mrs. Williams calls 911 Emergency Communications and Superintendent's Administrative Assistant 554-2200 to communicate the situation and need for emergency responders.

Step 2 SCHOOL IMMEDIATE RESPONSE

Activate school crisis plan and team:

The standard school crisis instructions are:

- We need to secure the building (lock interior and exterior doors)
 - We need to evacuate the building (follow fire drill exits)
 - We need to shelter-in-place (go to shelter in place location)
1. Dr. Maurer and/or Mrs. Glover announces the incident to staff with the appropriate instructions for the crisis.
 2. HMS Conference Room is the on school location where the School Crisis Team meets
 - 2a. HMS classroom D-1 will be the backup location
 3. School Crisis Team performs the following assignments.
 - 3a. Dr. Maurer and/or Mrs. Glover decides if a School Emergency Command Center needs to be established (predetermined location and backup site).
 - 3b. Mrs. Williams and/or Mrs. Schlereth maintains student/staff information database and staffs the student checkout location (predetermined on-campus site and evacuation site).
 - 3c. Mrs. Burkett and/or Mrs. Schlereth takes the office crisis response kit including pupil and staff information.

Secure the area for student/staff safety:

1. Mr. Shipley coordinates security and safety at the scene of the crisis until additional help arrives.
2. Mrs. Spears-Vargas coordinates students and staff with special needs plan.
3. Dr. Maurer decides if evacuation or lockdown is necessary.
4. Dr. Maurer designates press/media staging area.

5. Colt Stadium is our evacuation site.
 - 4a. Mr. Shipley (554-2251) is our contact person and number.
6. Riggs Park is our backup evacuation site.
 - 5a. Haysville City Building (529-5900) is our contact person and number.
7. Mrs. Williams takes the student and staff information to the evacuation site.
8. Mrs. Schlereth staffs the student release location at the evacuation site.
9. Dr. Maurer updates Superintendent's Administrative Assistant 554-2200 about the crisis.

Provide first aid:

1. Mrs. Darbyshire coordinates first aid being administered.
2. Mrs. Darbyshire coordinates the campus health center and decides if more equipment and supplies are needed.

If student(s) are sent to the hospital:

1. Mrs. Darbyshire records names of those injured and/or directly involved.
2. Mrs. Darbyshire records names of those going to the hospital and documents to which hospital the injured are transported.
3. Mrs. Glover and/or Mrs. Williams contacts families of those going to the hospital.
4. Mrs. Glover proceeds to the hospital for support with a cell phone or BOE radio.

Designate staging areas:

1. South end of the parking lot between Rex elementary and HMS is the press/media staging area.
2. Health room/Cafeteria is the health center location.
3. Riggs Park/Stage area is the backup health location.
4. Main gym foyer area/Ticket booth is the parent/student reunification area.
5. Main gym/Press box is the Incident Command Center (school).

Inform staff and others:

Other staff reports to predetermined assignments to fulfill staff roles and responsibilities.

1. Mrs. Burkett informs staff of the details of the crisis as soon as possible.
2. Mrs. Burkett establishes what information needs to be communicated to students, families and the community.
3. Mrs. Burkett maintains communication with staff.
4. Mrs. Berryhill staffs telephone information line with a brief statement.
5. Mrs. Green communicates with concerned parents at designated location.
6. Mrs. Burkett writes memo(s) to staff and parents.

Step 3 DISTRICT IMMEDIATE RESPONSE

District Crisis Team will respond. Assigned school staff will work with designated district responders.

1. Mr. Shipley and the Director of Operations will establish Incident Command Center.

2. Mr. Shipley and/or Mr. Schutte and the Incident Commander will coordinate responders.
3. Mr. Shipley and law enforcement will secure the area, investigate and preserve evidence.
4. Mrs. Berryhill and the Community Relations Coordinator will establish campus telephone line.
5. Mr. Shipley and our SRO and the District Crisis Team will establish student and parent reunification site.
6. Mrs. Dombo and the Leader of the Mental Health Crisis Team will establish and coordinate counseling center.
7. Mrs. Darbyshire and the District Nurse will establish and coordinate first aid area.
8. Mrs. Burkett and the Community Relations Coordinator will establish and communicate with press and media.
9. Mrs. Burkett and the Community Relations Coordinator will prepare a statement for staff, parents, press.
10. Mr. Shipley and our SRO and the Director of Operations coordinates bomb threat response.
11. Mr. Shipley and our SRO and the Director of Operations coordinates bomb searches of the school buildings/grounds.
12. Mr. Shipley and our SRO and the Director of Operations coordinates hostage or dangerous person response.
13. Mr. Shipley and our SRO and the Director of Operations coordinates chemical/biological agent response.
14. Mr. Knudson and Dr. Maurer and the Supervisor of Maintenance will arrange for emergency building repair.

Step 4 **IF SCHOOL IS DISMISSED OR EVACUATED**

1. Dr. Maurer and Incident Commander recommends school dismissal for the Superintendent’s approval.
2. Mrs. Burkett notifies Superintendent’s Administrative Assistant. Superintendent’s Administrative Assistant will then contact all persons on incident notification list including Transportation and Food Services.
3. Mrs. Burkett and Community Relations Coordinator write follow-up communication to staff, parents and/or press.
4. Mr. Shipley and our SRO and law enforcement directs parents/guardians to the reunification area at the evacuation site.

Step 5 **DEBRIEFING**

1. Dr. Maurer meets with staff members for a debriefing of the incident.
2. Mrs. Dombo decides on follow-up counseling for staff and/or student, identifies additional services needed and notifies the district crisis team leaders.
3. HMS Administration (Dr. Maurer, Mrs. Glover, Mr. Shipley) writes a report about the incident.
4. HMS Administration (Dr. Maurer, Mrs. Glover, Mr. Shipley) begins to capture “lessons learned” and incorporates them into revisions and training.

Step 6 **PLANNING FOR THE NEXT DAY (AND THEREAFTER)**

1. Mrs. Burkett gathers updated information (facts about the incident).
2. Mr. Shipley determines and schedules additional security.

3. Mrs. Dombo arranges for counseling.
4. Mrs. glover determines and communicates changes in staff assignments.
5. HMS Administration (Dr. Maurer, Mrs. Glover, Mr. Shipley) monitors that staff are assessing students and co-workers for the emotional impact of the crisis.
 - 5a. HMS Administration (Dr. Maurer, Mrs. Glover, Mr. Shipley) identifies critical needs.
 - 5b. HMS Administration (Dr. Maurer, Mrs. Glover, Mr. Shipley) identifies follow-up services needed for students, staff and first responders and notifies the district crisis team leaders.
 - 5c. HMS Administration (Dr. Maurer, Mrs. Glover, Mr. Shipley) decides the school community follow-up needs. (Curricula activities, resource materials, etc.
6. Mrs. Burkett updates information to all concerned parties.

SCHOOL BASED STRATEGIC LOCATIONS

At your school building, determine where the following will be located during the crisis:

Interior Command Center Location(s)	Main Office
Exterior Command Center s)	Press box @ Colt Stadium
Assembly Area(s) (Inside the Building)	Main gym - MPR
Media Staging Area(s) (Outside of Building)	Junior League Football Field
Parent/Student Reunification Site(s)	Main gym lobby
Medical Treatment Site(s)	Health room - Cafeteria
Bus Dismissal Site(s)	Bus Drive

PRIMARY EVACUATION LOCATION

(Alternate site away from school campus)

Evacuation Site	Colt Stadium
Contact Person at the Evacuation Site (be sure to contact this person at the beginning of every school year)	Mr. Shipley
Evacuation Site Phone Number	529-1121 – unknown if operational
Route for Proceeding to Evacuation Site	Fire Drill routes
Specific Instructions for Evacuation Site Utilization are	Use primary routes if possible, then move to secondary routes

Evacuation Site:

Determine at the off-campus evacuation site where the following will be located

Interior Command Center Location	Press Box
Exterior Command Center	Concession Stand
Evacuee Assembly Area(s) (Inside the Building)	Classrooms
Media Staging Area(s) (Outside of Building)	Junior League Football Field
Parent/Student Reunification Site (s)	North end of parking lot in front of ticket booth
First Aid Staging Area(s)	Football field
Bus Dismissal Site(s)	North end of Colt Stadium
Directions for Proceeding to Evacuation Site(s)	Primary fire drill routes
Designated Entry Location(s)	Ticket booth

BACKUP EVACUATION LOCATION

(Alternate site away from school campus)

Evacuation Site	Haysville West Middle School
Contact Person at the Evacuation Site (be sure to contact this person at the beginning of every school year)	Mr. Ildo Martins
Evacuation Site Phone Number	554-2370
Route for Proceeding to Evacuation Site	Grand Avenue
Specific Instructions for Evacuation Site Utilization are	Use most direct route to HMS bud drive, or to sidewalk in the event HMS must walk

Evacuation Site:

Determine at the off-campus evacuation site where the following will be located

Interior Command Center Location	Main office
Exterior Command Center	Track
Evacuee Assembly Area(s) (Inside the Building)	Gym
Media Staging Area(s) (Outside of Building)	Junior League Football Field
Parent/Student Reunification Site (s)	Commons
First Aid Staging Area(s)	Health Room
Bus Dismissal Site(s)	Bus Drive
Directions for Proceeding to Evacuation Site(s)	Grand Avenue
Designated Entry Location(s)	Main Entrance

Planning for HMS Special Needs (school)

In considering special needs:

Mr. Johnson and/or Mrs. Spears-Vargas is responsible for communicating special needs plans to faculty and staff.
Mr. Johnson and/or Mrs. Spears-Vargas is responsible for alerting specific teachers/staff regarding students in their classroom or staff in their area about special conditions.

Plans for students and staff with special needs in a crisis/evacuation scenario:

- Wheelchairs
- Physical assistance
- Motorized assistance
- Exit access issue (i.e., wheelchair ramp availability)
- Crisis Kit for evacuation site to address special needs population (i.e., SMD, pregnant students)

Mrs. Darbyshire compiles and maintains Crisis Kits.

Mr. Johnson coordinates/directs during actual crisis.

Mrs. Spears-Vargas is the back-up coordinator/director.

Mrs. Hollis assists in implementing the plan.

Plans for students and staff with medical issues:

- Crisis Kit for student medications
- Cooler bag for refrigerated medications
- Health/504 plans

Mrs. Darbyshire compiles and maintains Crisis Kit.

Mrs. Hollis assists nurse in carrying bags.

Ms. Karr (district nurse) assists nurse in administering care/medication.

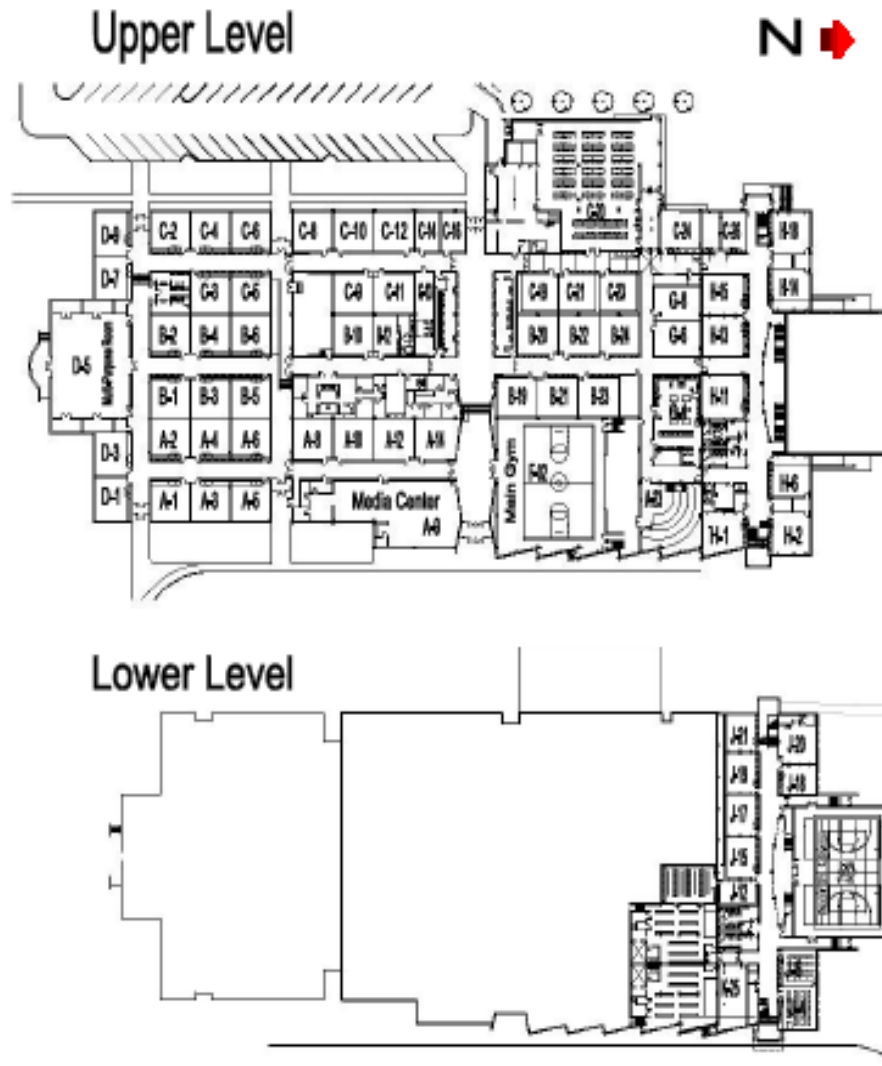
Plans for building-specific concerns:

- Rooms without windows
- Rooms with stair-only access

Mrs. Burkett is responsible for completing and communicating plan.

SCHOOL FLOOR PLAN

HAYSVILLE MIDDLE SCHOOL



CRISIS PREPAREDNESS REVIEW

Crisis plans and procedures should be reviewed with staff, students and parents in order to familiarize and prepare everyone for a possible crisis situation. Here are some general suggestions that apply to almost all crisis situations:

- Remain as calm and composed as possible.
- Focus on protecting lives and assisting the injured as opposed to protecting school property or personal belongings.
- Give clear, short, specific and direct verbal commands, and if appropriate, reinforce them with simple and understandable hand gestures when directing students and others in a crisis situation.
- Know how to report situations; that is, to provide information on where, what, who, when and how much reporting of concerns or seeking assistance from outside agencies, or internally to other school officials.
- Once an incident is over and your immediate recovery needs have been met, be sure to document your observations and actions in a timely and thorough manner.
- Debrief the incident with staff and responders.

Students need to be trained in how to respond in a crisis situation. One of the best ways to teach them is through practice/drills.

- Familiarize students with the crisis plan, as applicable, and crisis procedures. Remind students that by practicing the crisis response plan, we can always be more prepared.
- Periodically remind students of proper procedures and behavior so crisis situations will be less stressful.
- Discuss possible crisis situations (accidents, severe weather, etc.) with students. Include in the discussion how students should respond to these situations.
- Remind students to remain calm and quiet. Although drills are serious, students should not be frightened.
- Explain to students shelter-in-place, lock down, and evacuation procedures.
- Students should be reminded that in a lock down situation they are to go to the nearest safe room with a staff member even if that room is not their regular classroom.
- Remind students that for their own safety it is important for the school to be able to account for them. Therefore, teachers will need to take attendance.
- Explain to students that there are limited outside phone lines, so, in a crisis situation, they probably won't be able to call a parent. However, their parents will be informed of the situation by either the school or the media.
- Remind students that school is one of the safest places for them to be.
- Brainstorm and discuss any possible "what if" situations that would cause you to modify your plan during an actual crisis.

2009-2010 Crisis Plan Checklist

School:	Haysville Middle School
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Completed crisis plans are due to the Superintendent by August 31, 2009

Activity	Yes	No
1) Did you use the current 2009-2010 crisis plan template?	X	
2) Have you completed steps 1-6?	X	
3) Are your crisis team member's <u>full names</u> and phone numbers listed? (You may include position titles, i.e., social worker, counselor, nurse, etc., but do not list position only.)	X	
4) For CPR Certification – did you indicate yes or no?	X	
5) Have you included your crisis drill date?		X
6) Is your current school map or floor plan included?	X	
7) Is the school based strategic location page completed?	X	
8) Is the evacuation location page completed?	X	
Did you identify:		
• Your evacuation site?	X	
• Your evacuation site contact person and number?	X	
• The date of evacuation site visit?	X	
9) Have you updated your crisis kits and checked the batteries in the crisis kits? (this should be done twice a year)		X
10) Is the special needs (504 issues, students and staff with disabilities) plan completed?	X	

CRISIS CALLING FLOW CHART

Please complete this crisis team member calling flow chart for your facility. List the crisis team members name, crisis responsibility and phone number(s).

FACILITY [Click here to enter text.](#)

Staff Name	Responsibility	Phone Number(s)
1. Michael Maurer	Principal	945-8818
2. Samantha Glover	AP	788-7130
3. Clint Shipley	AP	518-7997
4. Pam Burkett	Secretary	524-0391
5. Tamara Schlereth	Secretary	777-0508
6. Cindy Williams	Secretary	524-8203
7. Bonnie Darbyshire	Health Room	522-8578
8. Julie Dombo	Counselor	686-3019
9.		
10.		

DISTRICT CRISIS NUMBERS

Debbie Coleman	Superintendent's Administrative Assistant	554-2200
Galen Davis	Operations Director	761-8473
Liz Hames	Community Relations Coordinator	308-5023
Lisa McKeown	Crisis Counseling Support Leader	250-6457

NOTES