

CENTER CONSOLIDATED SCHOOL DISTRICT

CRISIS ACTION PLAN

STANDARD RESPONSE PROTOCOL

ASSESS

ACT

CONTAIN

COMPLETE



Lockout



Lockdown



Evacuate



Shelter

STAGE 1 – ASSESS THE SITUATION

The first step in any emergency or crisis situation is, if at all possible, to gather the **Crisis team** together to assess the situation that is occurring and to determine where the danger is located for those involved.

If the situation is one that requires immediate **Lockout, Lockdown, Evacuation** or **Shelter** action, the highest ranking person on the **Crisis Team** shall be free to make that determination and this process will immediately shift to **Stage 2-Act**.

Lockout code is: “This is a Lockout”

Lockdown code is: “This is a Lockdown”

Evacuation code is: “This is an Evacuation”

Shelter code is: “Please Seek Shelter”

The **Crisis Team** that should come together as soon as possible should include:

1. SUPERINTENDENT OF SCHOOLS
2. DIRECTOR OF INSTRUCTION
3. DIRECTOR OF FINANCE
4. BUILDING PRINCIPALS
5. DISTRICT NURSE
6. ADMIN OFFICE ASSISTANT
7. BUSINESS OFFICE ASSISTANT
8. BEHAVIOR SPECIALIST

Each building principal shall assign someone to be ready to serve on this team should they be out of the building on a given day.

Crisis Team Assessment Meeting

The purpose of the **Crisis Team** is to discern if the danger is external or internal so that it becomes clear as to where and how the student body and staff will be mobilized if it is deemed necessary.

Any individual who receives information regarding an emergency should contact the first available person at the top of the **Crisis Team List** (start at the top and work your way down). The first person contacted will be deemed the **Crisis Leader** and will become responsible for organizing all further action.

The location of the **Assessment Meeting** will be decided by the **Crisis Leader** based upon the information that has been received. If the danger or the emergency keeps the **Crisis Team** parties separated, the **Crisis Team** will conduct as much of the **Assessment Meeting** over the phone as possible.

The **Assessment Team** or **Crisis Leader** will determine if there will be a need for a command post, where that post will be located and who will man it, with the first option being the District Administration Building.

STAGE 2 - ACT

At the point where the **Assessment Team** or **Crisis Leader** has determined that a danger exists that is serious enough to require mobilization, the decision to **Lockout, Lockdown** or **Evacuate** will be made.

Option 1, Lockout



Lockout

Lockout! Secure the Perimeter.

Students

Return inside
Business as usual

Teachers

Bring students into the building
Increase situational awareness
Take roll
Business as usual

If it has been determined that the danger is external, **Lockout** will occur

The **Crisis Leader** will contact each of the building offices to order the **Lockout**. The **Crisis Leader** will contact the police and /or fire department as is deemed appropriate.

Each building will implement its **Lockout** procedures as follows:

MIDDLE/HIGH: An all call announcement will be made over the intercom system announcing the “**Lockout.**” The **RTI Coordinator or ISS Instructor** will cover the high school wing. He/She will make sure hallways are secured, calmly giving directives to teachers and students as they encounter them. The **High School Principal, Middle School Principal, or Counselor** will do the same in the band room, cafeteria, athletic wing, and vocational building. The **MS/HS Special Education Teacher or Behavior Specialist** cover the middle school wing. He/She will make sure hallways are secured, calmly giving directives to teachers and students as they encounter them.

During lockout the **Cafeteria Staff** will ensure cafeteria doors are closed and locked.

Administrative Office, Adult Education, and Modular Building: Upon the call for Lockout, **Secretary 1 or 2** will contact these personnel by school or cell phone to instruct them of the Lockout. These personnel will be responsible for locking the outer doors of their facilities and maintaining students within them until further instructions are given.

The persons listed in bold above should appoint somebody to act in their place whenever they know they are not going to be on campus.

Building Secretary 1 or 2 will operate the office phones until directed otherwise.

The **Building Principals** and any **Custodians** on duty at that time will continually make sure that all exterior doors are locked and secured. Nobody is to enter or

leave the building during this time without permission of these personnel. Parents and community members will be directed not to come to school to check their children out. Parents and community members will be trained as to what they are to do when in a **Lockout** situation.

When in **Lockout** school will operate as normal except students will not be let outside of the buildings for recess, passing periods and general class work. **Lockout** will remain in effect until either the “**All Clear**” or further instructions are given. Further directives will be communicated by the Crisis Team to the classrooms as long as that is possible. **Every effort will be made to not make intercom announcements to disseminate information other than the original call for Lockout.**

ELEMENTARY: An all call announcement will be made over the intercom system announcing the “**Lockout.**”

The **K-2 Principal** or **Paraprofessional 1** will patrol the preschool through 2nd grade wing. He/She will make sure hallways are secured and outer doors are locked, calmly giving directives to teachers and students as they encounter them. The **3-5 Principal** or **Paraprofessional 2** will do the same in the 3-5 wing.

PE Teachers should at all times have a cell phone. If PE is in session outdoors while a **Lockout** is in progress, the office will call and direct the class to enter the building. The **PE Teacher** will be directed to take students to a safe building. If at the park, the **PE Teacher** will remain there until further directives are given. If PE is in session indoors, the teacher will ensure that all outer doors to the gym are secured.

The **Building Principals** and any **Custodians** on duty at that time will continually make sure that all exterior doors are locked and secured. **Nobody** is to enter or leave the building during this time. Parents and community members will be directed not to come to school to check their children out. Parents and community members will be trained as to what they are to do when in a **Lockout** situation.

When in **Lockout** school will operate as normal except students will not be let outside buildings for recess, passing periods and class work.

Lockout will remain in effect until either the “**All Clear**” or further instructions are given. Further directives will be communicated by the **Crisis Team** to the classrooms as long as that is possible. **Every effort will be made to not make**

intercom announcements to disseminate information other than the call for **Lockout**.

Option 2, Lockdown



Lockdown! Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Lock classroom door
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

If it has been determined that the danger is internal, a **Lockdown** will occur.

1. The **Crisis Leader** will contact each of the buildings by phone to order the **Lockdown**. The **Crisis Leader** will also contact the police and/or fire department as is deemed appropriate.
2. Each building will implement its **Lockdown** procedures as follows:

MIDDLE/HIGH: An all call announcement will be made over the intercom system announcing the “**Lockdown**.” At this time **Teachers** will lock classroom doors, turn out the lights, move students out of sight, take roll, maintain silence and wait for further instructions. The personnel assigned to check each area of the school during “**Lockout**” will be responsible for checking the same areas, this time ensuring all classroom doors are locked, lights are out, and students are out of site lines.

During lockdown the **Cafeteria Staff** will ensure metal shutters to kitchen windows are down and the doors entering the kitchen are closed and locked, as well as any doors leading into the dining area.

In case a lockdown occurs during lunch time the **Ticket Controller** will lock the doors entering the dining area and both the **Head Cook** and **Ticket Controller** will stay with students in the dining area until the all clear is given.

Administrative Office, Adult Education, and Modular Building: Upon the call for **Lockdown, Secretary 1 or 2** will contact these personnel by school or cell phone to instruct them of the **Lockdown**. These personnel will be responsible for locking their classrooms/facilities and maintaining students within them until further instructions are given.

All persons listed above should appoint somebody to act in their place whenever they are not going to be on campus.

During **Lockdown**, all the **Teachers** will be instructed to keep every student in their classroom until the “**All clear**” is given. Further directives will be communicated by the **Crisis Team** to the classrooms as long as that is possible. **Every effort will be made to not make intercom announcements to disseminate information other than the call for lockdown.**

Building Secretary 1 and 2 will man the phones until directed otherwise. *It is the primary goal to conduct all communications by telephone or cell phone.*

The **Building Principals** and any **Custodians** on duty at that time will continually make sure that all exterior doors are locked and secured. **Nobody** is to enter or leave the building during this time. Parents and community members will be directed not to come to school to check their children out. Parents and community members will be trained as to what they are to do when in a **Lockdown** situation.

The **Principals** will maintain phone contact with the **Crisis Leader**, the **Emergency Team** and **Staff** in the lockdown area reporting updates until the all clear is given.

ELEMENTARY: An all call announcement will be made over the intercom system announcing the “**Lockdown**.”

At this time **Teachers** will lock classroom doors, turn out the lights, move students out of sight, take roll, maintain silence and wait for further instructions.

The personnel assigned to check each area of the school during “**Lockout**” will be responsible for checking the same areas, this time ensuring all classroom doors are locked, lights are out, and students are out of site lines.

The **PE Teacher** should at all times have a cell phone. If PE is in session outdoors while a **Lockdown** is in progress, the office will call him/her. The **PE Teacher** will take students to a specific building they have been directed to. If at the park, the PE teacher will remain there until further directives are given. If PE is in session indoors, the teacher will ensure that all inner and outer doors to the gym are secured.

Teachers will ensure that classroom doors will remain locked at all times during Lockdown.

Any students in the hallway during a lockdown will be placed in the nearest classroom and accounted for.

Upstairs and Downstairs Teams will check the bathrooms for students and using their master keys, place students in the nearest room.

Teachers will maintain their students away from doors out of line of sight.

Further directives will be communicated by phone or intercom to the classrooms as soon as possible.

The **Office Staff** will Lockdown in the Principal’s offices until further directives are given.

The **Building Principals** and any **Custodians** on duty at that time will continually make sure that all exterior doors are locked and secured. **Nobody** is to enter or leave the building during this time. Parents and community members will be directed not to come to school to check their children out. Parents and community members will be trained as to what they are to do when in a **Lockdown** situation.

The **District Crisis Leader** and **Building Crisis Leader** will contact the Police and/or Fire Departments as is deemed appropriate.

The **Principals** will maintain phone contact with the **Crisis Leader**, the **Emergency Team** and **Staff** in the lockdown area reporting updates until the all clear is given.

OPTION 3, Evacuate:



Evacuate

Evacuate! (Directions to Follow.)

Students

Leave your stuff behind
Form a line
Hand in hand

Teachers

Lead evacuation to location
Take roll
Notify if missing, extra or injured
students

If it has been determined that the danger is internal and it is safe to leave the building, **Evacuation** will occur.

The **Crisis Leader** will contact each of the buildings to order the **Evacuation**. Each building will implement its **Evacuation** procedures as follows:

MIDDLE/HIGH: The **District Assessment Team** or **Building Crisis Leader** will order the **Evacuation**. In the event of an **Evacuation**, the **Crisis Team** will be activated to assist in the evacuation process. In such a case the **Emergency Team** will consist of the **Principals, Counselor, the RTI Coordinator, and the Director of Technology**. Whenever these personnel are absent they should leave directions to a specific designee. After evacuation to a safe sight out of the building, the **Emergency Team** will remain in cell phone contact at all times. **Secretary 1** and **Custodial Staff** will remain in the building until they are given their directives. Upon order to Evacuate, **Teachers** will unlock and close their classroom door, lead students to their designated location, take roll, and notify the **Emergency Team** of any missing students.

In case evacuation occurs during lunch the **Head Cook** and **Ticket Controller** will escort students to the appropriate evacuation site as indicated in the crisis plan.

Administrative Office, Adult Education, and Modular Building: Upon the call to Evacuate, **Secretary 1 or 2** will contact these personnel by school or cell phone to instruct them of the need to **Evacuate**. These personnel will be responsible for unlocking their classrooms/facilities and escorting students to their designated safe area.

The **Emergency Team** will exit the building last, ensuring that all classrooms, hallways and bathrooms have been vacated.

On the way out of the building, the **Emergency Team** will pick up an emergency kit, which will contain the list of what family members can check out certain students and a form for recording students who have been checked out. It will also have a transport record sheet in case any student needs to be transported to the clinic or hospital, and sunscreen (in case extensive time is spent outdoors).

The **Building Principals** will remain in the building until a final sweep is made. They will maintain contact with the **Crisis Leader**, the **Emergency Team** and **Staff** in the evacuation area reporting updates until the all clear is given.

Parents will be given instructions as to what to do in the case of an evacuation. If necessary, they will be given information on a possible pick-up location for their children.

ELEMENTARY: The **District Assessment Team** or **Building Crisis Leader** will order the **Evacuation**.

Haskin Elementary will implement its **Evacuation** procedure as follows:

Upon order to **Evacuate**, **Teachers** will unlock and close their classroom door, lead students to their designated location, take roll, and notify the **Emergency Team** of any missing students. All **Teachers** will take their laptops with them if time allows.

Emergency Teams will pick up **Emergency Kits**, which will contain student emergency information data and a check out sheet. It will also have a student transport record sheet.

The **PE Teacher** should at all times have a cell phone. In case of an **Evacuation** the office will call him/her. The **PE Teacher** will then take his P.E. class to the designated evacuation area.

Parents will be given instructions as to what to do in the case of an evacuation. If necessary, they will be given information on the possible pick-up location for their children.

The **Principal** will remain in the building and conduct a final sweep maintaining cell phone contact with the **District Crisis Leader**, the **Haskin Emergency Team** and staff in the evacuation area reporting updates until the “**ALL CLEAR**” is ready to be given.

OPTION 4, Shelter:



Shelter! (Directions to Follow.)

Students

Shelter types:

1. For tornado
2. For bomb
3. For hazmat

Shelter methods:

1. Drop, cover and hold
2. And seal
3. In silence

Teachers

Shelter type

Shelter method

Take roll



If it has been determined that danger remains on campus after an **Evacuation** has been conducted, the command to “**Seek Shelter**” will be given.

The **Crisis Leader** will contact each of the emergency teams to give the “**Seek Shelter**” order.

Each building will implement its **Shelter** procedures as follows:

MIDDLE/HIGH: In the event of a need to **Shelter students**, the **Crisis Team** will be activated to assist in the sheltering process. In such a case the **Emergency Team** will consist of **Secretary 2**, the **RTI Coordinator**, and the **Director of Technology**. Whenever these personnel are absent they should leave directions to a specific designee.

After evacuation to a safe site out of the building, the **Emergency Team** will lead the staff and students to the **Catholic Church**, remaining in cell phone contact at all times.

Secretary 1 and **Custodial Staff** will remain on site until they are given their directives.

In case a need to shelter occurs during lunch the **Head Cook** and **Ticket Controller** will escort the children out of the cafeteria to their appropriate evacuation site as indicated in the crisis plan. (Example if 4th and 5th graders are at lunch they will go to the **Kiwanis Building**, K-3 will be taken to the **Methodist Church** and 6-12th graders will be directed to the **Catholic Church**).

The **Building Principals** will remain on site until a final sweep is made. They will maintain contact with the **Crisis Leader**, the **Emergency Team** and **Staff** in the sheltering area reporting updates until all clear is given.

Only in the event of an evacuation will the parents be allowed to check children out. Students must first proceed to the off campus shelter before they can be released to family members who are authorized to pick them up.

Parents will be given instructions as to what to do in the case of a sheltering event. They will be given information on the pick-up location for their children.

ELEMENTARY: The **District Assessment Team** or **Building Crisis Leader** will order the **Evacuation**.

Haskin Elementary will implement its **Shelter** procedure as follows:

Upon notification, the **Downstairs Team** will immediately proceed to the **Methodist Church** to unlock the building and prepare it for evacuated students. **Grade K-3 Teachers** will escort students to this facility in an orderly manner.

Upon notification, the **Upstairs Team** will immediately proceed to the **Kiwanis Building** to unlock the building and prepare it for evacuated students. **Grade 3-5 Teachers** will escort students to this facility in an orderly manner.

The **PE Teacher** should at all times have a cell phone. In case of a need to **Shelter** the **PE Teacher** will take his P.E. class either to the **Methodist Church** if he has grades K-2 or to the **Kiwanis Building** with grades 3-5.

The **Building Crisis Team** will notify the **Preschool** in case of a need to **Shelter**. The designated person in charge of the **Preschool** will take their students along with all emergency information to the **Methodist Church**.

Upstairs and Downstairs Teams will also manage the crosswalks to their respected **Shelter** buildings.

The **Principal** will remain on site and conduct a final sweep maintaining cell phone contact with the **District Crisis Leader**, the **Haskin Emergency Team** and staff in the **Shelter** area reporting updates until the “**ALL CLEAR**” is ready to be given.

Parents: Only in the event of an evacuation will the parents be allowed to check children out. Parents will be given instructions as to how to accomplish this.

STAGE 3 - CONTAIN

Once it is determined that all students and staff are safe, it will be decided by the Crisis Team as to what further steps will be taken.

- It may be at this point that all appropriate agencies will be contacted as to the status of the crisis.
- A briefing and debriefing can be done. This may have to take place via various methods, if it is not possible or safe to physically meet at a particular location.
- **Phone lines will be utilized as much as possible.**
- During containment the Teachers and the emergency team will be continually checking attendance, and keeping children calm and occupied.

STAGE 4 – COMPLETE

During the completion stage all staff will remain at their posts until the all clear is given and it is determined that all students are safe and accounted for.

- No Staff will leave until they have met with their building leaders in the designated spot so that a debriefing can occur.
- Attendance sheets, sign out sheets and the emergency kits will be turned back in to the appropriate personnel.
- All agencies and the Crisis Team will determine if it is appropriate for all personnel involved to be dismissed.