**Crisis**

**Response**

**Manual &**

**Hazard Plans**

**2016-2017**

**Scribner-Snyder**

**Community Schools**

**Overview**

The purpose of the Crisis Response Manual & Hazard Plan is to provide building administrators/Crisis Team members/staff a quick reference guide to use when a crisis/hazard situation happens. Procedures in this manual were designed to deal with a number of crisis/hazards that may occur in the district. These procedures may not cover every condition that might develop during an incident and it may not always be possible to follow every procedural step. This manual must be used with common sense in conjunction with any situation that may arise.

**Administrator and Crisis Team Members**

Superintendent, Ginger Meyer - Work (402) 664-2568

Cell (308) 870-3127

Crisis Response Team Members - Brad Stithem (Lead) – Work - (402) 664-2567

Cell – (308) 870-2608

Susie Dostal (member) – Cell- (402) 720-9294

Kim Drey (member) – Cell - (402) 314-0850

Georgann Dunning (member) Home (402) 664-3646

Leah Fischer (member) - Cell – (402) 380-3522

Myron Poessnecker (member) – Cell (402) 720-6106

**Intruder in the Building**

* First person to notice an intruder (person with a weapon or person who is upset or acting out of control) will notify administration. If a student sees the intruder first, notify the closest teacher.
* Principal or his/her designee will sound a pre-planned alarm, for example:

1. “At this time teachers, staff and students should follow the lockdown procedure.” Teachers take an accurate count of students. Lock the classroom door; do not allow students to leave classroom, be seated on the floor next to interior wall away from windows and doors until further notice.
2. Staff communicates to office any information regarding intruder.
3. Administration will notify police of any emergency situation.

**Lock Down Procedures:**

**Total Lock Down (Students are secured in their classrooms);**

There will be an announcement over the school’s intercom system informing the staff and students about the situation and that we are going into a **total lock down**. If this happens do the following:

a. Shut and lock all classroom doors.

b. Keep students in room – make sure students have turned their cell phones off and have turned them in to the classroom teacher.

c. Move students to the safest place in the classroom, away from windows

and doors.

d. Turn off lights and close blinds or drapes.

e. Take accurate roll and account for any missing students.

f. Staff communicates **via text** with Mr. Stithem on his cell phone (308-870-2608) of missing students and any other relevant information when necessary.

g. Student and staff that are not in a classroom should go to the **safe**

**rooms in each building;**

**High School (Ag building)- Mr. Meyer’s office,**

**Elementary Building- Elementary Conference room,**

**Pre-school Building – Title/SPED room,**

**High School (new building) go to nearest classroom.**

h. Law enforcement will release each classroom.

The Safety/Crisis Team will send a note home with the students at the end of the day explaining the lock down.

If the danger persists all students will be evacuated. The students will be picked up at alternative locations as planned (see sign out sheet - last page of this manual).

**Lock Out:**

There will be an announcement over the school’s intercom system informing the staff and students that we are going into a **lock out** situation. If this happens do the following:

1. Students are able to continue their regular day.
2. Students are escorted by adults (teacher or staff) between buildings during the school day.

3. The Safety/Crisis Team will send a note home with the students at the end of the explaining why the lock out occurred.

**Evacuation Locations**

**Campus-Wide**

* Students will be escorted to St. Peter’s Lutheran Church, 600 Baker St.
* Arrange for school transportation to relocate students as the situation warrants.

**Alternate School Location – Out of Town:**

If students need to be evacuated to another town we will be bussed to the Snyder Fire Station.

**Student/Staff Death Checklist:**

1. Principal or Designee will confirm the death and facts about the event. He/she will also make sure the family has been notified by the proper authorities.
2. Principal will call each Crisis Team member and set-up an organizational meeting before the next school day session.
3. During this meeting the team will do the following:

* Discuss the need to invite other Crisis Teams in.
* Media considerations – Referrals
* Determine how many subs will be needed during the day.
* Prepare a written statement that will be read at the beginning of the school day in all classrooms by teachers. This statement may be different for the primary grades vs. the intermediate, Jr. High and HS students. The statement should include: Facts of death, plan for day, offer of crisis room.
* Prepare a written statement for the secretaries to share with the public. Simply – to the point (facts based) – remind secretaries to keep conversations with the public to the script.
* Prepare a written note that will be sent home at the end of the day with all students Pre- K-12 grade. The School Messenger Call System will be activated at the end of the day letting parents know the facts about the incident. Items included in the call will be: facts of the death, what the school is doing for students today and will continue to provide, and other detailed information such as funeral arrangements if available.
* Gather hand-outs to go home for example: pre-printed pamphlets for students/parents on death, hotline numbers.
* Discuss and organize for a whole staff meeting to be held prior to the start of the school day. Crisis Team members will divide the staff list up and call them informing them about this meeting (need an updated calling list). During this phone call we will not share any details about the event except that the staff needs to meet to respond to a death of staff member or student.
* Discuss representatives who will visit the house of the deceased after school to offer support.

1. Whole Staff Meeting Before the School Day – During this meeting we will prepare the entire staff for the school day, review protocols, and go over the various death statements.
2. Students arrive – Since the death notice will not be read until the beginning of the school day, we willwant staff members to be aware of potential problems (social media); these incidents should be reported to a Crisis Team member.
3. 1st Period Death Statement- At the beginning of 1st period, the teacher will read the death notice to the class. Once read, the students will be allowed to report to the Crisis Response Room if needed. If a staff member is unable or unwilling to read this statement, a crisis team member will be there to help. Students will also be reminded that they should not leave the school grounds without going through the office .Students will only be allowed to leave if a parent comes to school and gets them.
4. Crisis Response Room – At the current time, we have designated the art room as the Crisis Response Room for high school and the Conference Room for the elementary children. The staff Crisis Response Room will be in the Elementary Sped/Title Room. The Crisis Response Room may need to remain open after/before school hours depending on need. We will have copies of the document, “How To Talk To Kids in Crisis”, which will assist members with talking to kids.
5. Normal School Continues
6. End of Day – A note will be sent with Pre-K-12 students to be taken home – this note will be the same for everyone. A School Messenger call will also be made with the same information.
7. Afterschool – All Staff Meeting to debrief the day, talk about concerns, troubled staff or students, and whether or not the Crisis Response Rooms need to continue the following day(s).
8. Crisis Team Debriefing Meeting- Crisis Team also takes time to look back on the day. What else needs to be done/reviewed?
9. Crisis Team Committee visits the family (if possible).

**Death Event Sample Statement:**

At 10:30 p.m. on Sunday night “Principal” received a call from the local police that

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was killed in a 1 car accident on a gravel road west of Scribner. The incident report details that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was traveling east bound on the road F when they hit a deer which caused them to leave the road and hit a tree causing their death. The County Attorney has ruled this event an accident and the immediate family of the deceased has been notified. Funeral arrangements for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are pending.

**Death Response Procedures:**

**SCHOOL IN SESSION (Aug. - May):**

1. The County Coroner or Sheriff’s office will be directed to notify the Safety/Crisis Team leader (School Principal or designee) of a school-related death. Upon hearing of a reported death, the Safety/Crisis Team (School Principal or designee) will verify the facts concerning the death with the appropriate authorities. The Safety/Crisis Team will first make sure the immediate family has been notified by the authorities prior to notifying the staff or student body of the death. Once this has been done, the Safety/Crisis Team will meet to develop a safety/crisis management plan. School administration should also be present. At this meeting the administration will be advised to call in substitute teachers to help cover various classrooms during this day if the need arises.

2. If needed, neighboring schools will also be notified of this death, and area Crisis Teams should be called in to assist with the response.

3. School staff will need to be notified about the death and will be directed to attend a staff meeting which will be held prior to the start of the school day (all teachers, bus drivers, and support staff need to be at this meeting). Crisis Team members will have a written note regarding the death.

4. During the staff meeting the safety/crisis management plan will be reviewed. The Safety/Crisis team will have also prepared a statement about the person’s death which will be distributed to the staff and to the office. An example of this statement might read; "We have just been informed that (a student or faculty member in this school) has died…….They were killed …….. A crisis room has been set up in the \_\_\_\_\_\_\_\_ room if you feel you need to talk to someone about \_\_\_\_\_\_\_death.”

5. After the staff meeting, everyone will prepare for the students’ arrival. Once the students arrive at school, they will report to their first period classroom. At this time, the prepared statement will be read to the students by the staff member. If the staff member is unable to share this information with their class, a safety/crisis team member will assist them.

6. After the statement of the death has been read to the students, everyone is encouraged to continue with their normal routine and schedule. Teachers, with the help of staff members, need to make sure all students are accounted for. If a student does not report to their classroom in a timely fashion, this should be reported this to the school office immediately. We do not want a student/staff member who is upset to leave the building without proper supervision.

7. Crisis Rooms: Jr. High -High School- art room. The elementary children- Conference room, staff- elementary Sped/Title room. If a staff member goes to this room for help, please make sure the administration is aware of this so a substitute can be directed to their classroom.

8. Students and staff members who visit the crisis rooms will be encouraged to stay in school and return to their normal routine at some point during the day. If the student is unable to deal with the death, they will be allowed to go home after transportation arrangements have been made between the school and the parents. If a student is allowed to leave school we will ask that a parent or guardian come and sign the student out of school through the office and escort them home. If a staff member leaves school, we will make sure their classroom is covered and ask them to call the school once they have arrived home. In situations like this the school wants to be extra careful to avoid another crisis by letting people leave the building in an unstable/emotional state of mind.

9. If a parent or guardian comes to get their child/children inform them that they will need to check in at the office upon their arrival.

10. All communication with the public or media will be handled by school administration. To prevent unverified information from being distributed the Safety/Crisis Team will provide a prepared statement for school officials to share with the public. **All media press conferences will be held off the school campus at a designated location.**

11. The Safety/Crisis Team will also prepare a note that will be sent home with the students at the end of the school day. This statement will be designed to give the parent factual information about the death, possible funeral arrangements, and to update the parent(s) on how school is handling the situation.

12. The Safety/Crisis Team may also want to discuss a possible home visit with the family. The school counselor and other crisis team members will be encouraged to make this visit.

13. After the students are dismissed, the Safety/Crisis Team will meet with the staff to debrief. This meeting will be a time to discuss how the day went, review any problems or concerns, and to talk about what the school is planning to do for the following day(s).

14. When it has been determined that organized school support is no longer necessary, the Safety/Crisis Team will meet to evaluate and debrief.

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**PLAN: OUT OF SESSION**

**(Summer vacation, Christmas break, etc.)**

1. The county coroner or Sheriff’s office will be directed to notify the Safety/Crisis Team leader (School Principal or designee) of a school-related death.

2. The Safety/Crisis Team (School Principal or designee) will verify the facts and contact the other Safety/Crisis Team members.

3. The Safety/Crisis Team will first make sure the immediate family has been notified by the authorities prior to notifying the staff or student body of the death. Once this has been done, the Safety/Crisis Team will meet to develop a crisis management plan. School administration should also be present.

4. School personnel will be notified by the Crisis Team about the death.

5. Crisis management rooms will be opened at school for students and staff members. If needed, area Crisis Team members will be contacted to help manage these rooms. The availability of the crisis rooms at the school will be reported to the local media so people are aware of these services.

**“How To Talk To Kids in Crisis”:**

1. How did you first hear about what happened?

2. Where were you when you first heard about it?

3. When did you find out? What did you hear?

4. What did you think when you heard about this?

5. What is the worst thing about this for you?

6. What is your greatest concern right now?

7. How did you feel when you heard about it?

8. What are you feeling now?

9. What gives you the strength to keep going?

10. What have you noticed that tells you things are getting a little better?

11. Who could you talk to about this when you go home tonight?

12. What are some things you can do for yourself to help you get through this?

13. Are there times when things aren’t quite so bad? Describe that to me?

14. How can we help each other at a time like this?

**FIRE DRILL PROCEDURE:**

1. Fire drills will be held on a monthly basis.
2. Please follow evacuation plan posted in your classroom.
3. Students and staff should walk in an orderly fashion to designated area.
4. Teachers are asked take attendance once they’ve arrived to their area.
5. Notify administration if students are missing.
6. The administration or designee will give the “all clear” when it is safe to return to the buildings.

**TORNADO DRILL PROCEDURE:**

In the event of a tornado, everyone needs to take shelter. Evacuate the classroom and seek safer shelter. Everyone must be quiet, moving quickly and orderly, following directions.

**List of classrooms and assigned areas:**

Main Building/Commons:

1st Grade/2nd Grade - Girl's restroom in Commons

3rd Grade - Boy's restroom in Commons

4th Grade, Boy’s locker room

5th Grade - Girl's locker room

6th Grade – Boy’s locker room

Office Personnel - Business Manager/Supt. Offices

Kitchen Staff – Basement or store room in kitchen

7-12 Gym Classes – Girl’s locker room.

7-12 Students at lunch – Boiler Room

Elementary Annex (Pre-School – K Building):

Kindergarten - Boy's restroom

Pre-Kindergarten - Girl’s restroom

Special Education/Title Classroom – Girl’s restroom

Ms. Dunning’s class- stay in Ms. Dunning’s room

Nurses Room- Nurse’s Bathroom

Library – Boy’s restroom

High School and Vocational Building

Plan A – Go to the old gym (if time)

Plan B – Go to designated area posted in each classroom

Music Building:

Students will go to store rooms

**REMINDER TO ALL STAFF:**

All lights may be off. ONLY the emergency lights will be on.

Leave windows and doors open IF POSSIBLE. Students should walk quickly and quietly to the assigned area. They should kneel down, place their head on their knees, and cover their head with their hands. If there are small windows in the area, face away from the window for safety from flying glass.

The signal for a tornado warning will be the city civil defense siren followed by an announcement over the P.A. system to take cover.

EVERYONE WILL REMAIN IN THE SHELTER UNTIL THE ADMINISTRATOR GIVES AN ALL “CLEAR CALL”.

**Reverse Evacuation:**

If students are outside during an emergency situation, an air horn will be sounded. Students will return to the building and the designee will direct them where to go.

**Cafeteria Evacuation:**

If there is an intruder situation, students will be moved to the Elementary Conference and storage rooms

**Chemical Spill/Toxic Fumes**

If spill/fumes occur **outside** the school building:

Establish contact with superintendent’s office.

Establish contact with police, fire and health department.

Keep students inside

Shut down air handlers - Close windows.

Be prepared to evacuate the building

Plan for phone coverage by School Messenger System

Written statement will be sent home if evacuation was necessary

If spill/fumes occur **inside** the school building:

Establish contact with superintendent’s office

Establish contact with police, fire and health department..

Be prepared to evacuate the building

Students taken to alternative evacuation site(s)

Plan for phone coverage by School Call System

Written statement will be sent home if evacuation was necessary

**Bus Accidents**

Call police – 9-1-1

Notify superintendent’s office.

Call crisis team, if needed.

Plan for phone coverage by School Messenger System

Written statement will be provided and given to the secretaries if the crisis team deems it necessary.

**Bomb Threat Procedures**

1. Upon receipt of a bomb threat; the person receiving the call will make every attempt to:

a. Prolong the conversation. **DO NOT HANG UP THE PHONE**. (Use another phone to call authorities.)

b. Identify background noises and any distinguishing voice characteristics.

c. Ask the caller for a description of the bomb; where it is and when it is due to

explode.

2. The person receiving that threat will notify the office/administration

3. Office/administration will contact 9-1-1

4. Law enforcement will decide whether to make a preliminary search or to evacuate the

building and will handle the situation.

**Suicide Threat:**

Suicide threats must always be taken seriously and intervention should be immediate. If a situation is potentially life threatening, students and staff need to recognize that the issue of confidentiality does not apply.

**What to do:**

**\_\_\_\_ Do not leave the individual alone.**

\_\_\_\_ Refer the individual to appropriate staff (administrators, counselor) who will contact the parent or guardian if needed.

**SSCS Memorial Policy**

Opportunities for family and friends to share gifts, grants, bequests and memorials should be in accordance with the following guidelines:

-The Board of Education encourages the establishment of memorials for the purpose of scholarships. Such scholarships may be named after an administrator, student, or staff member of the district.

-The Board of Education also encourages contributions by students, staff and administrators to memorials designated by the family and/or other charities (i.e. – Cancer Society, MADD, 4-H, etc.).

-The Board of Education reserves the right to reject memorials purchased or donated in memory of a student, staff member, or administrator if, but not limited to, the following:

1. It contains a picture of the deceased student or staff member.

2. It alters the routine of a regular school day.

3. If it requires the altering of school property or publications.

4. If it requires the altering of a school activity or ceremony in any way.

5. If it infringes on the separation of church and state.

6. If it requires school district or public funds to purchase, develop or maintain the memorial.

7. If it obligates the district or Board of Education in the future that could have an adverse effect on the education of the students.

8. If it requires the retirement or discontinued use of school property.

-All existing memorials already in place at the time these guidelines are adopted will be subject to, but not limited to, the following:

Any memorial plaque or name plate, whether in compliance with these guidelines or not, may be removed 10 years after the death of the person involved and offered back to the family.

-All memorials put in place at any time following the time these guidelines are adopted may be subject to the same 10 year removal policy and at that time also offered back to the family.

-Before any memorial is considered by the district, an application to establish a memorial must be put in writing and submitted to the Board of Education and school administration.

**Media Procedures**

The only means to inform the general public is by the mass media; therefore it is important to ensure that the media receive prompt, accurate information. Isolated quotes from individuals can be incomplete or misleading and should be avoided.

Media personnel will be sent to an alternate location, A designated media contact will be determined by the administration and will be dependent on the situation.