

Crisis Intervention Plan

Parents,

We are constantly reviewing and evaluating our plan in case of a crisis. It is always our hope that we never have to implement any of these plans, but it is vital that we have a comprehensive plan in place. Below, you will find the anticipated crisis areas and the role that you, as parents, will play. Always, if you have any questions or concerns, please contact the school.

David E. Weimer
Assistant Principal

General Information

The school operates under a “code system”.

Each potential crisis has a code. Example-*Code White* is a tornado warning.

The code is announced over the intercom system.

After announcing a distinct code, every staff member has a specific assignment.

In most situations, a designated area is used to provide safety for the students.

Teachers will always have their record book and Emergency Folder to assist in following proper procedures.

Parents, it is advised during a crisis that your first responsibility is to protect yourself and persons under your immediate supervision.

All necessary steps will be taken to insure the safety of the school children.

Tornado

Notification will occur (code system).

Teachers will take their Emergency Folder and record book.

Students will quickly and quietly leave the classrooms and enter their designated area.

Staff will keep students calm and quiet during this time.

If students are outside, efforts will be made to get them into the building.

Parents are encouraged to protect themselves and others under their immediate supervision.

Students may be better off in the school building rather than in a car.

If a parent needs to pick up their child, it will be done through the main office.

Teachers will not release a child until the office has given permission.

When all is clear, the all clear code will be announced and school will resume.

Lock down

All exterior doors will be locked (should already be done).

Contact with the police, fire, or EMS will be made by callings 911.

Only emergency personnel will be allowed in the building.

All classroom, hallway, gym, Counsel Room, library, science lab, art, music, and computer lab doors will be locked.

Attendance will be taken after students are secure in the classrooms.

Shades will be closed on exterior windows.

Students will be seated on the floor out of view of interior and exterior windows.

A check of each room will be conducted via intercom or phone.

Students will be kept calm and quiet.

Parents will not be allowed to pick up their child (ren) until everything is safe.

When all is clear, the all clear code will be announced and school will resume.

Evacuation

Teachers will bring Emergency folders and record book.
Students will exit the building as in a fire drill.
Teachers will take attendance at fire drill location.
After all students are accounted for, students will proceed to evacuation location.
Attendance will be taken again.
If a parent needs to pick up their child, it will be done only at the evacuation location.
Parents picking up their child must contact the Assistant Principal or designee.
Parents will proceed to the staff member in charge of their child.
The staff member will then release the child.
When it is clear, the all clear code will be announced and school will resume.

Fire

Fire alarm will sound.
Teacher will remind students the route they will follow.
Students will walk in silence, single file to the designated area and remain calm.
If the passageway is blocked, a secondary route will be taken.
Teachers will bring Emergency Folder and record book making sure the classroom is empty and the doors and windows are closed.
Designees will check the bathrooms.
Teachers will take attendance when at designated area.
Parents picking up their child must contact the Assistant Principal or designee.
Parents will proceed to the staff member in charge of their child.
The teacher will then release the child.
Teachers will stay with students until all clear is given.

Shelter-in-Place

Announcement will be made for students to bring coats, hats, and lunch boxes to their designated classrooms.
Teachers will bring Emergency Folder and record book.
Attendance will be taken.
Heating and air conditioning systems will be shut off.
Electricity and water may be shut off and water should not be used for drinking.
Parents will not be allowed to pick up their child (ren).
When it is clear, the all clear code will be announced and school will resume.

Medical

Life-threatening

The school principal, school nurse, and homeroom teacher will be notified.
A staff member or volunteer will stay with the injured person.
Principal or staff personnel will call 911.
School nurse will provide first aid to the injured person.
Principal, Counselor, Nurse, or Assistant Principal will notify the parents.

Non-life threatening

School nurse will be notified and administer first aid.
School nurse will call parents as needed.