

***RMS Crisis Manual-2019***

**Building Chain of Command and Area of Responsibility/Emergency Contact List**

1. Cindy Anderson-Principal
2. James Barbee-Assistant Principal-Cafeteria/800 Hall/7-8th grade restrooms.
3. Matt Spraker-AP/Safety Coordinator- Office/Lobby /Gym hall. Front parking lot.
4. Amanda Gray-Curriculum Coordinator-Library/Tech Lab/700 Hall.
5. Latress Morgan-SRO
6. Kelly Thompson-Secretary-Assist Principal/Front parking lot/Phone calls.
7. Krystal Hemby-Nurse
8. Betty Garrett-Bookkeeper-400 Hall/6th grade restrooms.
9. Lynda Cliff-Guidance-500 Hall/6th grade restrooms.
10. Mindi Hearn-Guidance-Faculty Restrooms/600 Hall.

When in crisis mode, every action taken must be communicated immediately to all members of the Crisis Management team.

**TEACHERS: ALWAYS HAVE CLASS ROLL BOOKS ON YOU DURING ANY CRISIS.**

**Alternate School Location**

In the event RMS is deemed unsafe, students will be held beyond front parking lot by grade. 6th grade to the west, 7th grade in the middle, 8th grade to the east. If the crisis is one where students need to be inside but RMS is deemed unsafe, the students will be relocated to Ripley Primary School.

**Relocation Site:** Ripley Primary School: 225 Volz Rd. Ripley, TN. 38063

**Medically Trained Personnel**

Latress Morgan-SRO, Laura Webb-SS Teacher, Krystal Hemby-School Nurse,

Kamisha Dixon-ELA Teacher, Doug Billings-Science Teacher, William Crawford-Science Teacher, Samantha Sherman-ELA Teacher, Clyde Wright-PE/Health.

**Media Procedure**

Do not release student or staff names to the media. Refer all media to the Principal or Superintendent. Any misinformation to the media causes unneeded confusion.

**TORNADO DRILL**

When alarm sounds, **Wings 400, 500, 600, 700, and 800** will exit the classroom and enter their respective hallways. **Teachers will close all interior and exterior doors.** Students will sit as low as possible in a line against the wall, FACING the wall. Students are to remain silent during the drill so the intercom is easily heard if any announcements need to be made.

Students in the **LIBRARY and COMPUTER LAB** will exit out the south doors and sit in a line against the wall across from SRO, Nurse, and L. Cliff’s office.

Students in **CAFETERIA** will exit one table (quickly) at a time out the south door and line up in the central hallway that spans from the 800 wing around to the 600 wing. Students will line up on both sides of hallway while avoiding office windows. If there is any overflow and more room is needed. Students will be directed to line up in the 600 hallway.

Students in **GYM AND BAND** will exit into the hallway and line up against the wall, keeping distance from the back doors and windows.

**Krystal Hemby** will have all medicines in her possession that may be needed for RMS students.

**Betty Garrett** will sweep bathrooms in between 400 and 500 hall and help monitor 400 hall.

**Lynda Cliff** will sweep bathroom in between 400 and 500 hall and help monitor 500 hall.

**James Barbee** will clear cafeteria, bathrooms between 700 and 800 hall, and monitor 800 hall.

**Mindi Hearn** will clear library and monitor 600 hall.

**Amanda Gray** will clear computer lab and monitor 700 hall.

**Matt Spraker** will clear office and monitor lobby/hallway that leads to gym/band room.

**PRINCIPAL** will be freed up to monitor wherever needed and be available to anyone as needed.

**Kelly Thompson** will be available on the radio and will cover Principal’s role if not present.

Any teachers who are on PLAN need to come out and help sweep areas nearest to you and assist in keeping students quiet. If you are on lunch during tornado drill, assist in the central hallway south of the cafeteria.

IMPORTANT THINGS TO REMEMBER DURING TORNADO DRILL:

 -If drill occurs during class time, teachers need to have class roster with them.

 -AVOID WINDOWS.

 -Make sure students are facing the wall and have their head covered.

**FIRE DRILL: Evacuation Map is Attached.**

**State law requires that we have fire/evacuation drills one time a month. The fire marshal will be checking to make sure that we are having the drills and have proper documentation. Often, evacuation drills are not taken seriously but we need to be seriously prepared in case there is a real emergency, WHICH CAN OCCUR! We should be able to be out of the building within 2-3 minutes.**

When alarm sounds:

Wings **400 and 500** will exit out the back doors of their classrooms and head east towards road/parking lot and line up in their class.

Wing **600** will exit out the back doors of their classroom and head southeast towards the road/parking lot and line up in their class.

Wing **700** odd number classes will exit out the back doors of their classroom and head south towards the road/parking lot. The even number classrooms will exit into the hallway and head south out the back door towards the road/parking lot. All will line up with their respective classes. All students exiting the 700 hall need to move east and line up near the exit of the 600 hall.

Wing **800** odd number classes will exit out the back doors of their classrooms and head south towards the road/parking lot. The even number classes will exit into the hallway and head south out the back doors. All will line up with their respective classes. All students exiting the 800 hallway need to move east towards the 700 hallway. No one should be lined up west of the basketball court because of the location of gas lines just west of the building.

Students in the **LIBRARY AND CAFETERIA** will exit out the front (north) of each room and head towards the lobby and walk out front doors and go to front parking lot and line up in the class in which they came from.

Students in the **BAND ROOM** will exit out the west doors of their room, enter the **GYM** from the west side, and walk diagonal across the gym floor and exit out the doors on the north east side of the gym and line up with their class in the parking lot.

Students in the **COMPUTER LAB** will exit and go through classroom 701 and then head south go road/parking lot and line up as a class.

**Krystal Hemby** will have all medicines in her possession that may be needed for RMS students.

**Betty Garrett** will check bathroom in between 400 and 500 hall and sweep 400 hall on her way out east door of 400 hall.

**Lynda Cliff** will check bathroom in between 400 and 500 hall and sweep 500 hall on her way out east door of 500 hall.

**James Barbee** will clear cafeteria, clear bathrooms between 700 and 800 hall, and sweep 800 hall on way out south door of 800 hall.

**Mindi Hearn** will clear library, faculty restrooms and sweep 600 hall on her way out southeast door of 600 hall.

**Amanda Gray** will clear computer lab and sweep 700 hall on her way out south door of 700 hall.

**Matt Spraker** will clear office and lobby/hallway that leads to gym/band room and walk out front door and help monitor students in the front parking lot.

**Officer Morgan** will be stationed at the gate entrance to allow any fire/medical personnel onto the campus and to stop anyone unauthorized from entering.

**PRINCIPAL** will be freed up to monitor/sweep wherever needed and be available to anyone as needed.

**Kelly Thompson** will be available on the radio and will cover Principal’s role if not present. Ms. Thompson will give an all call to each member to confirm their area of responsibility is clear.

Any teachers on PLAN step out and assist in sweeping areas closest to you. If your students are at lunch come to the front of building after sweeping and locate your class.

IMPORTANT THINGS TO REMEMBER DURING FIRE DRILL:

 -Keep doors shut unless using for exit. Shut doors after exit.

 -Know where fire extinguishers are located in case of small fire.

 -If trapped in room with fire just outside, stuff anything you can in cracks and gaps in the door and stay low.

**REVERSE EVACUATION-Re-entering the building after fire/any drills.**

When the safety coordinator has communicated with the secretary that everything is clear, the safety coordinator will radio members of the Crisis Team on each hall that it is safe for students to re-enter the building. We will start by calling the 800 hall and make our way to the 500 hall. One hall at a time will be called.

**EARTHQUAKE DRILL**

When advised by Principal or anyone in chain of command to take cover for Earthquake.

If Indoors:

 -Stay in your room, IMMEDIATELY take roll.

 -Open classroom door to prevent jamming.

-Keep children away from windows and outside walls.

 -Have children take shelter under desks. (DROP, COVER, HOLD)

 -If applicable, shut off or disconnect any electrical or gas appliances.

 -Be alert for threats such as broken water pipes or electrical lines.

 -Immediately call/page office if you have a student out of the room.

 -Be prepared to evacuate if needed.

If Outdoors:

 -Move away from building to open space.

 -Avoid overhead wires and utility poles.

 -Lie flat, face down. Wait for earth to stop moving.

 -Keep students together and take roll.

 -Do not reenter building until told to do so.

If in Cafeteria or library:

 -Get under tables, stay away from outside walls.

**Garrett**-Check 400 Hall-Bathrooms

**Cliff**-Check 500 Hall-Bathrooms

**Hearn**-Check 600 Hall

**Gray**-Check 700 Hall-Bathrooms

**Spraker**-Check 800 Hall-Bathrooms

**Barbee**-Check Office/Lobby

**PLANE CRASH**

If advised by Principal or anyone in chain of command to evacuate, follow fire evacuation drill.

**SEIZURE PROTOCOL**

If you have a student prone to having seizures, Nurse Hemby will provide you with a seizure protocol sheet to display in your classroom. Do not announce to the students why you are placing the sheet on display, just display it.

**LOCKDOWN DRILL**

If the phrase “This is a lockdown” is announced, the bells will be turned off and the teachers will immediately close and lock their doors.

The teacher needs to turn the lights out, and usher the students to a wall in the classroom where they are not visible. Students should be silent. **Do not exit the building unless instructed to do so or you feel an intruder is about to gain access** to your room and it is the only option you have. If you exit, keep students together.

The teacher will take the roll.

The teacher will post the green/red card in the window of their door. If a student is missing or anything else is wrong, display the red card. If you have a green card on your door, **DO NOT OPEN THE DOOR FOR ANYONE UNTIL INSTRUCTED BY THE PRINCIPAL THAT IT IS OK TO DO SO!!!** If you have a red card, be very careful about who you open for. Only open if it is police, a chain of command member, or a student who is locked out in the hall.

All Chain of Command personnel will respond to a central location in their area (400, 500, 600, 700, 800 halls, lobby etc) if safe to do so. Once they have made it safely to their area, all Chain of Command personnel will report to the main office.

Any child who is in the hall or restroom should IMMEDIATELY report to the nearest classroom.

The LOCKDOWN is not over until the Principal/Safety Coordinator calls over the intercom and says that it is over.

In case of an actual lockdown, a mandatory staff meeting will take place after school.

**If there is a specific threat to a student or the building:** Stay in place with students out of view of any windows and doors. Wait for administration to direct as to whether we will stay put or evacuate. We may evacuate using the all-call system or we may go door to door and release classrooms, depending on the nature/type of threat.

**NUCLEAR WARNING/SHELTER IN PLACE**

When advised by Principal or anyone in chain of command that we are under nuclear warning or there is risk to exposure of chemical, biological, or radiological contaminants:

 -Get to inner core of building if possible. Wings 400, 500, 600, 700, 800. Come out of classrooms toward hallway. Line up furthest from outside doors as possible.

 -If in cafeteria, stay in cafeteria.

 -If in library, stay in library.

 -If in gym or band room, exit to hallway in between and line up on wall away from outside of building.

**Controlling Access to Ripley Middle School/Visitor Screening/Reunification With Parents**

-After any Crisis situation, all doors will be locked and all visitors will have to buzz in at the front door and identify themselves. Under no circumstance will we allow a visitor to enter any other door. Once Ms. Cole is able to identify the person is on the emergency contact list, they will be let in. Officer Morgan will be stationed at the front doors to control traffic flow and to ensure only one person at a time enters when the door is open. Vehicles will go around the front parking lot just like they do each morning and afternoon for pick-up and drop off. All paraprofessionals will be available on each of their respective halls to serve as runners. When a parent picks their child up, Ms. Cole will buzz the classroom. The child will step out of the classroom and be guided from there by a paraprofessional to the office to be reunited with their parents.

**Suicide Intervention**

 -If a student threatens suicide or other self-destructive behaviors, a teacher’s reaction and response could result in a positive resolution. Successful intervention involves establishing a supportive relationship with the student.

 -If a student makes a suicidal statement:

* Show concern, but avoid being consumed by the emotion that is occurring.
* Ask questions calmly.
* Accept and encourage their grief or anger.
* Don’t leave the student.
* Accompany student to a member of crisis team/administrator.
* Fill out “Identification of Suicidal or Self-Harm Risk” for documentation. Pick up this document from a school administrator.

-An employee who takes action will not be held liable.

**What to Ask?**

-How serious is student?

 -What feelings prompted desire to commit suicide?

 -Home situation?

 -Has student consulted with anyone else?

**DO NOT:**

 **-**Refuse to talk about it.

 -Lecture.

 -Impose your own value system about suicide or death.

 -Analyze their motive.

 -Argue.

 -Give therapy. Consult professional.

**Other things to do**:

 **-**Work with victim’s parents.

 -Manage and keep in touch with survivors.

 -Follow up.

**Employee Death:**

**Key Points about Person Supported Reactions.**

-Persons supported will experience a wide range of emotions and each person has a unique response to crisis.

-There is no "right" way to grieve.

-Talking about feelings is an appropriate way of expressing grief Key Points about Discussing Person Supported Feelings Encourage them to talk with people they trust like a friend, parent or staff member.

 -Reinforce the idea that people grieve in many ways, all responses are OK Key Points about Group Facilitation Encourage persons supported to share their reactions, acknowledge and label them.

-Be willing to explain your own reactions to the death • Avoid judging reactions as "right" or “wrong”.

-Allow for silence and tears.

-Allow for laughter and joking.

-Allow for curiosity.

-Educate persons supported about common grief reactions.

**Key Points When Ending Discussions.**

-Bring closure to the discussion by encouraging persons supported to talk with parents, clergy, counselors, or staff if they have further feelings which need exploring.

-Proceed with the normal routine.

**Ways to support a person experiencing grief.**

1. Use terms such as “died, dead, death” rather than phrases like “passed away”.
2. Encourage communication and expression of feelings.
3. Explain and accept that everyone has different reactions to death.
4. Point out there are no right or wrong ways to react.
5. Give permission to cry.
6. Do not attempt to minimize the loss or take away the pain.

**Schedule for Drills:**

Fire:

Tornado:

Lockdown:

Earthquake

To report an imminent life-threatening situation, Day or Night:

 -Dial 911

 -Notify SRO (Latress Morgan 731-460-2806)

Give the following information:

 -Name, address of school (309 Charles Griggs St. Ripley, TN. 38063), description of emergency, location within or outside of the building, your phone number.

For non-life-threatening emergencies, call:

 -Police 731-635-1515

 -Ambulance 731-635-3242

 -Fire 731-635-2284

 -Ripley Power and Light 731-635-2323

 -Ripley Gas and Water 731-635-1212

 -Animal Control 731-836-7387

 -Department of Children Services 731-635-5850

 -Department of Human Services 731-635-4141

 -Central Office 731-635-2941

 -Lauderdale Co Health Department 731-635-4228

 -Lauderdale Community Hospital 731-221-2200

 -Poison Control Center 800-222-1222

 -Transportation (Bus Garage) 731-635-7872

 -Tennessee Emergency Management Agency 615-741-0001

 -RMS Principal (Cindy Anderson) 731-460-8688

 -RMS Safety Coordinator (Matt Spraker) 731-501-6635

 -RPS Principal (Chantay Dupree) 731-334-0872

 -Ripley Mayor (Jon Pavletic) 731-635-4000

 -County Mayor (Maurice Gaines) 731-635-3500

**Disabled Personnel:**

 -Employees with disabilities should notify their supervisor if they require evacuation assistance. Supervisors must inform the SERT members of all disabled personnel and students in their area. In an emergency situation, the SERT member for that area will assist the disabled person in reaching a designated rescue location and wait for emergency personnel to arrive.

 -Disabled employees and students includes temporarily confined to wheelchairs, crutches, and women in their third trimester of pregnancy.

 -The SERT member should maintain a list of disabled persons in their area. The list should have the following information for each disabled individual; name, room number and type of disability.