

Lincoln Lutheran Middle/High School

Crisis Management Manual



LINCOLN LUTHERAN
CHRIST-CENTERED PREPARATION FOR COLLEGE AND LIFE

The Crisis Management Team

Responsibility	Staff Person	
Phone(s)		
<u>Administrator In Charge</u> 204/402-217-2313	<u>Matt Heibel</u>	<u>Ext.</u>
Alternate	Scott Ernstmeyer (Site Coordinator)	Ext. 205/402-540-0888
a. Manage the crisis		
b. Declare an emergency.		
c. Direct that 911 be called		
d. Gather and brief the CMT		
 <u>First Aid Responder</u>	 <u>Office Manager</u>	 <u>Ext. 205/</u>
Alternate	Amy Schmidt	Ext. 200/402-432-8528
First Aid Team	Other Office Personnel	
a. Set up first aid station		
b. Furnish emergency first aid		
 <u>Site Coordinator</u>	 <u>Scott Ernstmeyer</u>	 <u>Ext. 205/402-540-0888</u>
Alternate	Joel Brase	Ext. 208/402-643-5694
a. Act as Administrator In Charge in absence of the Principal		
b. Preserve the site until authorities arrive		
c. Direct police, fire, and medical personnel to proper location		
d. Help with management of the stations of responsibility		
 <u>Sweep Team Coordinator</u>	 <u>Joel Brase</u>	 Ext 208/402-643-5694
Alternate	Julie Frederick (Parent Coordinator)	Ext 207/402-843-6252
a. Organize building sweep teams		
b. Assign sweep team responsibilities		
c. Collect lists of students from classrooms		
 <u>Phone Coordinator</u>	 <u>Keli/Korinna</u>	 <u>Ext 200/402-416-3396/402-802-3541</u>
Alternate	Kristin Bennett	Ext 235/402-610-2434
a. Procure secure line		
b. Answer incoming calls		
c. Be available to make emergency contacts		
d. Assure the list of emergency phone numbers is current		
 <u>Media Coordinator</u>	 <u>Scott Ernstmeyer</u>	 <u>Ext. 205/402-540-0888</u>
Alternate	Matt Heibel (Administrator in Charge)	Ext. 204/402-217-2313
a. Keep track of time in crisis		
b. Record who said what		
c. Record events that happen		
d. Prepare media/news release for TV, radio, or newspapers		
e. Function as the media contact for the school		

Parent Coordinator

Julie Frederick

Ext 207/402-843-6252

Alternate

Kristin Bennett

Ext 235/402-610-2434

- a. Inform parents of situation
- b. Organize a site for parents to meet for information
- c. Organize a site for parents to pick up students and take them home

Support Team

Point of Entry Controllers:

- Julie Frederick (Bar Key Doors - Lower Hallway)
- Erin Seitz (Art Room Door)
- Chris Deeter (Bar Key Door - Art Room Corridor)
- (Mike Werner, Becky Bartelt (Music Room Door)
- Joel Brase (East Doors)
- Front Desk (Front (West) Doors and West Commons Doors)
- Doug Wiemer (Garage Doors)
- Bambi Schmid/Kitchen (Dock Doors)
- Laura Stumpf (Girls Satellite Restroom Door)
- Wade Coulter (Boys Satellite Restroom Door)

Emergency Telephone Numbers

Emergencies.....	911
Police Department.....	402-441-6000
Fire Department (Station 9).....	402-441-8368
Hazardous Materials.....	402-441-8040
Protective Services (suspected child abuse).....	402-471-7000
Poison Control Center.....	1-800-955-9119
Gas Company.....	1-800-303-0357
Electrical Power Company.....	402-475-4211
Telephone-Line Trouble.....	611
Animal Control.....	402-441-7900
Local Hospitals.....	St. Elizabeth—402-219-8000 Bryan/LGH East—402-489-0200 Bryan/LGH West—402-475-1011
Emergency Rooms.....	St. Elizabeth—402-219-7142 Bryan/LGH East—402-481-3142 Bryan/LGH West—402-481-5142
Public Health Department.....	402-441-8000
Mental Health Department.....	402-441-7940
American Red Cross.....	402-441-7997
Local News Agencies:	Radio Stations.....
	KLIN—402-475-4567
	KFOR—402-466-1234
	KLMS—402-489-1480
	Television Stations.....
	KOLN/KGIN—402-467-4321
	KLKN TV8—402-434-8000
	Newspaper.....
	Lincoln Journal Star—402-475-4200

Internal Communication Information

- Primary Radio Frequency – 3.1

CRISIS MANAGEMENT PLAN **LINCOLN LUTHERAN MIDDLE / HIGH SCHOOL**

Introduction

“Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God and the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus” (Philippians 4:6-7). Confident in this assurance from our Heavenly Father, Lincoln Lutheran can respond to crisis with clear minds and caring hearts in ministering to its children and adults.

Definition

A crisis can be defined as a crucial situation or difficulty, a turning point, or a decisive moment. Crises are a part of personal and institutional reality with potential for danger, as well as growth. Through its Crisis Management Plan and its Crisis Management Team, Lincoln Lutheran is prepared to intervene should a crisis occur. A crisis may include any event which affects the school, and may include, but is not limited to: Natural disaster, threats to individuals or groups, death of a student or school personnel, fire, power failure, violent crime or accident.

Crisis management includes three phases:

- The Preparedness Phase includes day-to-day readiness.
- The Response Phase includes providing emergency services at the time of the crisis.
- The Restoration Phase involves long and short-term services for community restoration.

Note: “Restoration” (or Recovery) suggests everything returns to normal. After a crisis, nothing is ever “normal” again. Adjusting to the change of reality is what restoration is.

The intention of Lincoln Lutheran will be to:

1. Protect the health and lives of students, visitors, and school personnel.
2. Continue to maintain a positive Christian witness in our relationships.
3. Protect school property.
4. Communicate clearly to internal and external constituencies.
5. Use available resources to restore well-being on site.
6. Recognize human frailty and be willing and able to offer and accept forgiveness.
7. Endeavor to resume routines.
8. Evaluate the crisis, the response(s), and update procedures.

Lincoln Lutheran’s goal in a crisis:

We will seek God’s help, protection and comfort. We will respond in a timely, appropriate and helpful manner. We will provide safety and security for all in our community. We will provide internal communication and will communicate with external agencies and individuals.

Crisis Management Team Response Procedures for a Crisis Situation

The Crisis Management Team (CMT) consists of office personnel and any teachers who do not have any students under their supervision at the time of a Crisis Situation.

In the event of a Crisis Situation, the following actions are required of the Crisis Management Team:

1. Go directly to the Crisis Management Command Center. Teachers who do not have any students under their supervision at the time of a crisis situation should go to the Command Center if it is safe for them to do so.
 - a. The School Office will be used as the Command Center. If it is deemed necessary to relocate the Command Center, the new location will be given in the Crisis Situation announcement.
 - b. Alternate Command Centers are Satellite 8 (S-8), Room 13 (Physical Science Lab), or Trinity Lutheran School.
2. The Crisis Management Team will meet at the Command Center to establish a plan of action.

THE PREPAREDNESS PHASE

When a crisis occurs, we must be as prepared as possible to appropriately meet it. In order to be prepared, Lincoln Lutheran will:

1. Put a Crisis Management Plan into place.
2. Create a Crisis Management Team (CMT).
3. Inform and educate the Crisis Management Team (CMT).
4. Continue to develop and update appropriate protocol or crisis management.
5. Inform and educate all personnel about the plan and protocol of crisis management so that emergency substitutions can be made on the CMT.
6. Appropriately inform and educate parents and students about crisis management.
7. Bring the facilities to an appropriate state of safety and readiness during school days.
8. Continue to develop resources beyond the CMT.
9. The following will be permanent members of the CMT:
 - The Principal
 - The Executive Director
 - School office personnel
 - The school Guidance Director
 - The Activities Director
 - The Facilities Manager
 - Any teachers not supervising students at the time of the Crisis Situation

Each member will have a designated alternate.

Other members may be added as appropriate to a specific situation.

ADMINISTRATOR'S CHECKLIST FOR RESPONDING TO A CRISIS

1. Inform faculty and staff of the level of crisis response and issue a Term of Art (Lockout, Lockdown, Evacuate, or Shelter) and Directive, if appropriate
2. Call 911 when appropriate.
3. Call the parent or guardian if a student has been injured or is in an especially threatening situation.
4. If it is necessary to send anyone to the hospital by ambulance, send a staff person along to serve as liaison between hospital and school.
5. Verify information regarding crisis.
6. Activate Crisis Management Team.
7. Pray for insight and a calm spirit.

THE RESPONSE PHASE

(See: "Emergency Procedure" for more details)

When a situation requires the attention of our school staff, the initial protocol will be:

1. Awareness: Persons on the scene will initiate necessary emergency action; then call the principal or a member of the Crisis Management Team.
2. Assessment: The Principal and the Crisis Management Team member will make the initial decision whether the event constitutes a crisis, and whether to implement "Response/No Response" action.
3. Action: If the event constitutes a crisis, the Crisis Management Team will be called to action.
4. Response: The Crisis Management Team will initiate a crisis response plan.
5. Communication: The Crisis Management Team will inform the appropriate internal and external constituencies about the crisis response plan.

Command Centers: #1 – Office #2 – Room 213 #3 – Satellite Eight #4 – Trinity

Crisis ID Numbers: #1 – Fire
GREEN - Environmental #2 – Hazardous Material- Nuclear, Biological, Chemical
#3 – Severe Weather Watch/ Warning
#4 – Utilities Incident- Gas, Electric, Water
BLUE - Medical #5 – Illness or Death of a Student/ Staff Member
#6 – Vehicle Accident- Privately Owned and/or Bus/ Van Accident
RED - Security #7 – Bomb Threat
#8 – Hostage/Armed Intruder
#9 – Trespasser
#10 – Student with a Weapon
#11 – Suicide- Attempt/Actual
#12 – Kidnapped/ Missing Student
#13 – Disruptive Student

EMERGENCY PROCEDURES

The Administrator In Charge initiates a Crisis Response, which includes a Term of Art and Directive. This occurs when he/she feels a situation exists that threatens the safety of the students and staff. When a Crisis Response is issued, there will be an immediate response. The intercom will be used to issue any messages.

1. CRISIS RESPONSE SIGNALS

A Crisis Response will include a Term of Art and Directive. Those include:

- a. Lockout – Secure the Perimeter
- b. Lockdown – Locks, Lights, Out of Sight
- c. Evacuate – The Location to Evacuate To
- d. Shelter – The Hazard and Safety Strategy
- e. Hold in Your Classroom – Stay in your classroom until further notice
- f. Clear the Room – Move students to an alternate area

2. RESPONSIBILITIES

A. Lockout – Secure the Perimeter

- Students
 - Return to the inside of the building or classroom, if needed
 - Do business as usual
- Teachers
 - Recover students and staff from outside the building or in the hallway
 - Have increased situational awareness

- Take attendance, account for students
- Do business as usual

B. Lockdown – Locks, Lights, Out of Sight

- Students
 - Move away from sight
 - Bring their phones
 - Maintain silence
- Teachers
 - Lock classroom door
 - Lights out
 - Move away from sight
 - Maintain silence
 - Do not open the door under any circumstances
 - Take attendance, account for students

C. Evacuate – “To a location”

- Students
 - Leave things behind
 - Bring their phones
 - Form a single file line
- Teachers
 - Grab roll sheet if possible
 - Lead students to evacuation point
 - Take attendance, account for students

D. Shelter – “For ‘Hazard’ Using a ‘Safety Strategy’”

- Hazards might include:
 - Tornado
 - Hazmat
 - Earthquake
 - Tsunami
- Safety Strategies might include:
 - Evacuate to shelter area
 - Seal the room
 - Drop, cover, and hold
 - Get to high ground
- Students
 - Use appropriate hazard and safety strategies
- Teachers
 - Use appropriate hazard and safety strategies
 - Take attendance, account for students
 - Report injuries or problems, at the Evacuation Assembly, to first responders using Red Card/Green Card method

E. Hold in the Classroom – Stay in your classroom until further notice

- Students
 - Remain in the classroom until further notice
 - Do business as usual
- Teachers:
 - Keep students in the classroom until further notice
 - Do business as usual

F. Clear the room – Move students to an alternate area

- Students
 - Follow the teacher's directions for moving to an alternate area
 - Do business as usual
- Teachers:
 - Lead students to an alternate area
 - Take attendance
 - Do business as usual

3. HANDLING THE CRISIS

a. First Priority

- Declare a Term of Art and Directive
- Confirm primary command center: **#1-Office #2-Room 213 #3-S 8 #4-Trinity**
- The Crisis Management Team is briefed if asked to respond.

b. Second Priority

- If activated, the Crisis Management Team will assume pre-designated positions and responsibilities.
- The Sweep Team will check the facility.
- Organize a communication system.
- If necessary, move students to a holding area.

4. AFTER THE CRISIS

- An announcement will be made when Crisis Situation is over.
- Teachers will assess emotional needs of students, helping students deal with the crisis.
- The Administrator In Charge will debrief with the Crisis Management Team.
- Staff and students will be informed what has occurred.
- Communication will be made to parents.

THE RESTORATION PHASE

The restoration phase goal involves long and short-term services for community restoration. Lincoln Lutheran School, under the leadership of the Crisis Management Team will:

1. Monitor needs of students, families, faculty and staff.
2. Be prepared to recommend and/or provide volunteer and professional services for students, families, faculty and staff.
3. Evaluate the crisis management process.
4. Initiate new protocol if necessary.
5. Remember God's promise: "And my God will meet all your needs according to His glorious riches in Christ Jesus." Philippians 4:19

Teachers

NAME	HOME PHONE	CELL PHONE #
Ball, Ian		360-904-4732
Bartelt, Becky		210-396-2856
Bassett, Nathan		402-570-2360
Bockelman, Katie		402-890-0461
Coulter, Wade		402-910-5611
Deeter, Chris		402-430-6227
Duitsman, Jen		402-432-3398
Kollbaum, Zach		712-344-2228
Kristalyn, Matt		402-803-0941
McHargue, Lisa		319-604-0441
Rickords, Jeff		402-326-4914
Ryan, Logan		515-778-7586
Seitz, Erin		402-641-0903
Schoettlin, Jeff		402-419-6866
Sommerer, Lloyd	402-643-4300	402-817-9895
Stahr, Julie		402-432-3326
Stumpf, Laura		402-840-1765
Troyer, Cindy		402-707-4056
Warrick, Shannon		402-212-5146
Werner, Mike		402-641-9016
Wieting, Sean	402-742-4284	402-416-7933
Ziegler, Sue		402-416-3218
Ziems, Lyle	402-464-2957	402-417-8241

Administrators

Brase, Joel		402-643-5694
Ernstmeyer, Scott	402-488-5176	402-540-0888
Frederick, Julie		402-843-6252
Heibel, Matt		402-217-2313
Wagnitz, Lloyd		308-560-8604

Office Staff/School Nurse

Bennett, Kristin		402-610-2434
Combs, Cori		402-601-5887
Martin, Keli	402-327-7003	402-416-3396
Rodencal, Korinna		402-802-3541

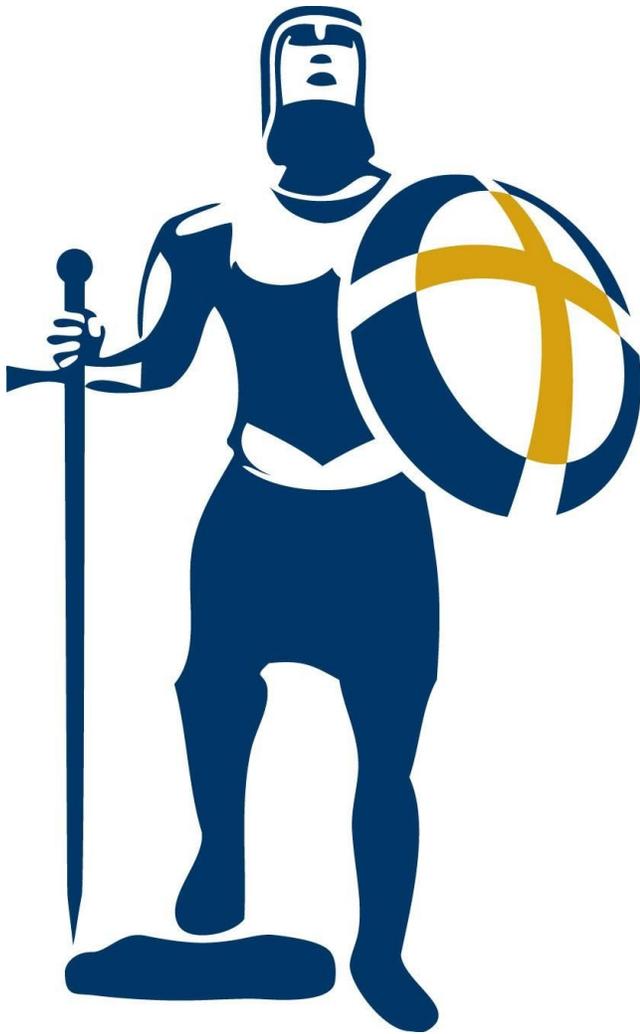
Schmidt, Amy		402-432-8528
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School Nutrition

Ebert, Kayla	402-423-0632	402-525-6070
Eitzmann, Kara	402-466-0142	402-450-7501
Pearson, Debra		402-326-2638
Schmid, Bambi	402-477-8330	402-617-5471
Smith, Mary	402-476-7100	

Facilities

Wiemer, Doug	402-261-5908	
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Crisis

Management
Guide

#1-4 Environmental

#5-6 Medical

#7-13 Security

Lincoln Lutheran

Middle/High School

ENVIRONMENTAL CRISIS

#1. FIRE

Administrator's Responsibilities:

1. Activate fire alarm to evacuate.
2. Call 911 and identify location.
3. Quickly check school building/ satellites for stray students.
4. Communicate to students and teachers as quickly as possible what the next steps will be for relocation after evacuation.

School Staff Responsibilities:

1. Close windows, turn off lights, and close classroom door.
2. Follow evacuation procedures and proceed to predetermined assembly area with class list.
3. Account for students and report any missing students to Administrator.
4. Await instructions for relocation.

ENVIRONMENTAL CRISIS

#2. HAZARDOUS MATERIAL- NUCLEAR, BIOLOGICAL, CHEMICAL

Administrator's Responsibilities:

1. Receive notification of event via community responders, media, and/or staff.
2. Declare a Crisis Situation.
3. Make appropriate Term of Art and Directive announcement to faculty and staff via PA system and/or other means.
4. Ensure doors and windows are closed and air conditioning/ ventilating systems are turned off if needed.
5. If evacuation is determined, communicate to staff and aid in organization of relocation.

School Staff Responsibilities:

1. Ensure doors and windows are closed.
2. Account for students and report any missing students to Administrator.
3. Follow directions from Administrator.

ENVIRONMENTAL CRISIS

#3. SEVERE WEATHER WATCH/ WARNING

Administrator's Responsibilities:

1. Receive notification of event via community responders, media, and/or staff.
2. When in a WATCH, notify staff of weather conditions and have them remain alert for any future direction.
3. When in a WARNING, alert staff using an appropriate Term of Art and Directive.
4. Ensure staff leads students to designated shelter area.
5. Announce "All Clear" once danger subsides and when notified by appropriate authorities.

School Staff Responsibilities:

1. When in a WATCH, be alert to weather conditions and bring students inside from playground/ field as a precaution.
2. When in a WARNING, exit classroom and move students to designated shelter area WITH class list. Make sure lights are turned off, windows are closed, and classroom doors are closed.
3. Once in shelter, account for students and report any missing students to Administrator.
4. Monitor students and await further instructions. Once "All Clear" has been announced, escort students back to class or release to parents/ guardians, as appropriate.

ENVIRONMENTAL CRISIS

#4. UTILITIES INCIDENT- GAS, ELECTRIC, WATER

Administrator's Responsibilities:

1. If applicable, declare a Crisis Situation, communicating the appropriate Term of Art and Directive.
2. Call 911.
3. Meet arriving First Responders and brief situation.

School Staff Responsibilities:

1. Follow directions from Administrator.
2. Account for students and report any missing students to Administrator.

MEDICAL CRISIS

#5. DEATH OF A STUDENT/ STAFF MEMBER

Administrator's Responsibilities:

1. Call a meeting of the Crisis Management Team members to formulate the school's response to the notice.
2. Notify the school staff if notification is received after school hours or during non-school days.
3. Contact family/friends of the deceased to offer support and to obtain information regarding arrangements.
4. Arrange for appropriate counseling services with the pastors.
5. Update information to staff and parents as it becomes available.
6. If the student or staff member had personal property in school, secure the property, including desk contents, until authorized to release the property to family or a friend.

School Staff Responsibilities:

1. Support the students with prayers.
2. Keep informed of plans and procedures that may be implemented in response to death.
3. Be observant of students and fellow staff member's reaction to the news. If required refer the person(s) to counseling.
4. Do not deny your own emotional response to this situation. Seek appropriate help.
5. Assist in bringing closure to this event.

Student Responsibilities:

1. A student will call the office if the teacher is unresponsive. (Phone numbers: 200, 202, 203 or 236)

MEDICAL CRISIS

#6. VEHICLE ACCIDENT- PRIVATELY OWNED AND/OR BUS/ VAN ACCIDENT

Administrator's Responsibilities:

1. Call 911 and give accident location and medical emergency notification.
2. If applicable, stop all outside activities and move students in building.
3. Obtain list of students involved in the accident and have their Emergency Notification Information accessed.
4. Determine if siblings of students involved in the accident are still in school. It may be necessary to assemble these students and notify them of the accident and arrange additional method of transportation.
5. Respond to the hospital, if applicable.

School Staff Responsibilities:

1. Assess the situation and call 911.
2. Help direct students to a safe location.
3. Notify school of accidents and injuries.
4. Stabilize victims until First Responders arrive.
5. If students are transported to hospitals, determined who is going where and have that information ready for Administration/ family of victims.

SECURITY CRISIS

#7. BOMB THREAT

1. Call 911 – inform them that the building is being evacuated because of a bomb threat.
2. Activate Crisis Management Team.
3. Turn off bell system.
4. Turn off all two-way radios and cell phones.
5. Do not utilize the fire alarm system to evacuate the building.
6. If you smell gas or a suspicious odor, do not use any on/off switches and leave any electrical/battery devices as is.
7. Dispatch Crises Management Team to notify each classroom of the need to evacuate the school. While completing this task, conduct a limited search of common areas of the school.
 - a. Ask all staff and students to turn off cell phones for the duration of this emergency.
8. Establish a command post with land line at Trinity.
 - a. Send administrator to the law enforcement temporary command center.
 - b. Provide authorities with floor plan of building.
9. In consultation with police/fire officials, determine when it is safe to re-enter the school.

School Staff Responsibilities:

1. Upon notification to evacuate the school, conduct a limited search of classroom to determine if any strange or unknown objects are in the room. Close windows and classroom doors, leaving the classroom door unlocked.
2. Proceed to pre-designated evacuation point with class attendance lists.
3. Trinity Lutheran School is designated as the safe place for the population in the school.
4. Maintain control of students and advise Crises Management Team member of any missing children.
5. Do not re-enter the building until directed to do so by a Crisis Management Team member or someone in authority.

SECURITY CRISIS

#8. HOSTAGE/ ARMED INTRUDER

Administrator's Responsibilities:

1. Direct that 911 be called.
2. Declare a Crisis Situation, communicating the appropriate Term of Art and Directive.
3. Isolate the area.
4. Direct that all appropriate notifications be made.
5. Await the arrival of the police, and provide needed assistance.
6. If the decision is made to evacuate the unaffected portion of the school, accountability for all evacuated students and staff becomes a critical issue.
7. Remember that the job of resolving the incident belongs to the police. The administrator's job is to facilitate their efforts.

School Staff Responsibilities:

1. If directly involved, follow the instructions of the intruder.
2. Attempt to summon help if it can be accomplished without placing yourself or others in further danger.
3. Await the arrival of the police.
4. Remember, time is on your side. Don't threaten or attempt to intimidate or disarm the intruder.
5. If students are involved as victims, attempt to keep them calm and minimize their involvement with the intruder. If possible, follow the "Clear the Room" procedures. Clearing the room means getting students out of the classroom and into a safe area.
6. If students are not directly involved, follow instructions quickly and without comment.
7. When notified of the Crisis Situation, follow established procedures.
8. Be able to account for all students under your control.

SECURITY CRISIS

#9. TRESPASSER

Administrator's Responsibilities:

1. If you know where the trespasser is, seek him/her out.
2. If that fails, get a good description of clothing, size, weight, age, etc., and call the police.
3. If necessary, declare a Crisis Situation, communicating the appropriate Term of Art and Directive.

School Staff Responsibilities:

1. Do not get into an argument or attempt to challenge the trespasser.
2. If appropriate, upon encountering an individual(s), in your most friendly voice, direct them to the office to sign in.
3. If a Crisis Situation is declared, follow established procedures.

SECURITY CRISIS

#10. STUDENT WITH A WEAPON

Administrator's Responsibilities:

1. Call police for assistance (441-6000, 911).
2. If necessary, declare a Crisis Situation, communicating the appropriate Term of Art and Directive.
3. Respond to the scene and make an assessment of the situation. If the weapon is not being displayed and no one is being threatened, time is on the administrator's side.
4. Attempt to isolate the student. If this cannot be accomplished under existing conditions, i.e., student is in a place surrounded by other students, keep the student under surveillance until he or she can be safely isolated.
5. Once student has been isolated, disarm student if possible.
6. Turn all weapons over to the police.

School Staff Responsibilities:

1. Upon being made aware of the presence of a weapon in school, notify administrator or the office personnel.
2. Under no conditions should a teacher or staff member attempt to confront or to disarm the student.
3. As long as the weapon is not being displayed and no one is being threatened, time is on your side.
4. If this event is occurring in a classroom, and time permits, send a message to the teacher next door.
5. Meet the responding administrator at the door and advise him or her who the student is, where seated, and current behavior of the student.

SECURITY CRISIS

#11. SUICIDE- ATTEMPT/ ACTUAL

Administrator's Responsibilities:

If ATTEMPTED:

1. Assess situation.
2. Direct that 911 be called.
3. If necessary, declare a Crisis Situation, communicating the appropriate Term of Art and Directive.
4. Deal with parents & siblings in #5 above.
5. Arrange for additional counselors if needed.

If ACTUAL:

1. Assess the situation
2. Direct that 911 be called.
3. Declare a Crisis Situation, communicating the appropriate Term of Art and Directive.
4. Direct that appropriate notifications be made.
5. Isolate all witnesses; if students, notify their parents.
6. Direct that personal property of the victim be secured. This includes items in classroom and in desk.
7. Make contact with parents of deceased student.
8. If victim has siblings in your school, bring them to a secure area until their parents arrive at the school.
9. If victim has siblings in other area schools, notify their administrators.
10. Be prepared to deal with media.
11. Arrange for counselors for students and staff.

School Staff Responsibilities:

1. In the case of both ATTEMPTED and ACTUAL, immediately notify administrator and the office personnel.
2. Follow "Clear the Room" procedures if applicable. Clearing the room means getting students out of the classroom and into a safe area.
3. Administer first aid/CPR (if knowledgeable).
4. Get the AED from the school office.
5. Secure the area until an administrator arrives on the scene.
6. Once relieved, teacher responds to his or her classroom and maintains order.

Any rumors of suicide should be treated as a serious matter in which administration is immediately informed.

SECURITY CRISIS

#12. KIDNAPPED/MISSING STUDENT

Administrator's Responsibilities:

If Kidnapped Student:

1. Call 911 and advise of the abduction, providing the 911 operators with a description of vehicle with license plate number, if known.
2. If necessary, declare a Crisis Situation, communicating the appropriate Term of Art and Directive.
3. Notify the custodial parent.
4. Provide support services as needed.
5. If other students witnessed this abduction, it may be necessary to notify their parents, as the children will be upset.
6. It may be advisable to brief Crises Management Team members on the situation and arrange for counselors for the next day.

If Missing Student:

7. Conduct an immediate search of school and school grounds.
8. Call 911 and parents of missing student.
9. Check student's backpack and desk for any indication of why incident occurred.
10. Interview student's friends for info.

School Staff Responsibilities:

If Kidnapped Student:

1. Attempt to persuade the abductor not to commit the act.
2. If unsuccessful in persuading the adult not to carry out the abduction, do not place yourself or other children in harm's way.
3. Immediately notify the office and provide as many details as possible.
4. Maintain control of students.

If Missing Student:

5. Immediately notify the office when advised that a student is missing.
6. Assist administrator with questioning of friends and fellow classmates as to why the student is missing.
7. Maintain control of remaining students.

SECURITY CRISIS

#13. DISRUPTIVE STUDENT

Administrator's Responsibilities:

1. Respond to the classroom as soon as possible.
2. Assist the teacher with the student.
3. Involve other staff as necessary
4. Call 911 if the situation does not abate.
5. Use the "Clear the Room" plan if required. Clearing the room means getting students out of the classroom and into a safe area.

School Staff Responsibilities:

1. Develop the "Clear the Room" plan.
2. Instruct students as to their roles if plan is implemented.
3. Stay with the out-of-control student.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

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



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance

