

Crisis Management Plan



EVERGREEN
Lutheran High School

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Evergreen Lutheran High School Crisis Management Plan

Terms

Critical Incident: any incident or situation that threatens the safety and order of the school environment and that requires a prompt response to prevent future trauma or other problems. Example of a Critical Incident can include the following:

Natural Disasters

Earthquake

Flood

Windstorm

Volcanic eruption

Tsunami

Man-Made Disasters

Assaults and Fights

Bomb Threats

Fire

Homicide

Medical Emergency

Robbery or break-in

Suicide or threat of suicide

Vandalism

Vehicle Accident

Other Disasters

Death of Student/Staff

Missing Student

Mechanical/Electrical Failure

Unwelcome Intruder

Crisis Management Team (CMT): staff members that will meet as soon as possible during or following any critical incident. The CMT shall choose and implement a plan of action.

The CMT includes the following: Principal, Campus Pastor, Dean of Students, Athletic Director.

Designee: when the Principal is unavailable to make decisions during a critical incident, the Vice Principal must take charge, therefore becoming the designee.

General Crisis Management Procedures

When a critical incident occurs, the Principal shall call for a meeting of the CMT. He is responsible for assessing the situation and executing a CMP. If the Principal is unavailable or incapacitated, the responsibility is assumed by the following persons in this order:

Dean of Students

Athletic Director

Campus Pastor

The Principal or his designee shall inform the following about the critical situation:

Board of Directors

Faculty and Staff

Police

Parents

Pastors

Press

Social Services

Others as appropriate

Specific Situations

Fire

- Anyone that discovers fire or smoke in a school building should pull a fire alarm immediately.
- All occupants will evacuate buildings according to the evacuation plan posted in all rooms.
- Note the following important guidelines:
 - ◊ Evacuate occupants 150 feet from buildings
 - ◊ Keep driveways clear for emergency vehicles
 - ◊ Movement should be rapid and orderly.
 - ◊ The last person to exit should close the door
 - ◊ Evacuees should return to buildings only after officials give the “all clear” signal

EVACUATION PROCEDURE

Students and staff are notified by a bell signal or an announcement on the public address system.

Evacuation routes are found on the Evacuation Plan that is posted in each room.

Procedures:

- Use the quickest route out of the building and move away from the building to a safe place, away from the paths of responding emergency vehicles.
- Students should walk, not run, from the building.
- Students should walk single file from the building.
- Teachers must account for all students after an evacuation.
- Return to the building only after an “all clear” signal is given.

Windstorm

When there is a threat of high winds or tornado, an announcement will be made by the Principal over the public address system. The following procedures are to be followed:

- Stay away from windows, doors, bookcases, etc.
- Assume drop, cover and hold position see below for procedures
- Remain in drop, cover and hold position until “all clear” signal is given

Earthquake

Staff and students must be trained to react quickly and appropriately during an earthquake or explosion type of emergency. When the ground begins shaking, a loud explosion is heard or felt, or a drop, cover, and hold drill begins, all students, staff and others present, will take the following pro-

protective actions:

DROP, COVER AND HOLD PROCEDURES

INDOORS

- Remain calm and in control / do not leave the room
- Stay away from windows, doors, bookcases, file cabinets, etc.
- **Drop** and take cover under a nearby desk or table, positioning as much of the body as possible under cover.
- **Cover** eyes by leaning the face against the arm.
- **Hold** on to the table legs or side of the desk. Remain in position until the ground stops shaking, objects stop falling, or the teacher indicates that this phase of the drill has ended.

In the hallway:

- Take the “drop” position alongside the walls. Avoid hazards such as unsecured lockers, trophy cases etc. Choose the closest safe place.

On stairs

- Drop, cover, hold. Sit down, hold onto handrail, and cover eyes.

People with disabilities:

- In a wheelchair – remain in the chair, set brake, hold on. If the handicapped person has a hard hat with them, he/she should put it on. Try to protect head and neck by leaning forward so that the head is lower than the back of the wheelchair is not practical. First, the person would have to bend head down to knees, which may not be physically possible. Second, the leather or vinyl backs of most wheelchairs will not add protection.

People with mobility impairments, but not in a wheelchair:

- If sitting at onset of earthquake, remain in place, protecting head if possible, and hold on.
- If standing, sit down, or brace body to avoid falling.
- People with mobility impairments should not be routinely placed under or near potential hazards.

Teachers and other caregivers:

- Drop, cover, and hold as directed above so that you will be available and uninjured to assist others after the ground stops shaking. The teacher should be first to drop, cover, and hold.

If there is no table or desk nearby, but there are chairs (i.e., auditorium-style arrangement):

- Take cover under the chairs, if possible, and/or between the rows of chairs, by dropping to the floor, holding on, and protecting the eyes with the arm.

If there are no tables or chairs nearby (or not enough):

- Take cover by dropping to the floor, against an interior wall, if possible. Select the closest safe place: (between tables and against a wall.) The “drop” position is preferred: (on the floor, on the knees, leaning over to rest on the elbows, hands clasped behind the neck, face down for protection.)

OUTDOORS

- Stay in the open
- Move away from buildings, power lines, block walls, and other items which might fall. Take the “drop” position or sit down.
- Remain in position until the ground stops shaking or the teacher indicates that this phase of the drill has ended.
- Remain **outside** until further notice.

Situation assessment:

- Teacher or supervising adult makes a quick assessment of the situation. Any of the following require immediate evacuation: fire, damage to structure, hazardous materials spill.
- Teacher makes a quick assessment of injuries to students. Unless the situation calls for immediate evacuation, teacher uses first aid for critical injuries.
- Teacher check with neighboring teacher, It may be necessary to assist or evaluate the another

AFTER THE SHAKING STOPS

- Quick assessment of the situation: injuries, fires, structure damage, chemical spills, etc.
- Wait for evacuation signal before directing the class to evacuate.

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Procedures:

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- Students should walk, not run, from the building.
- Students should walk single file from the building.
- Teachers must account for all students after an evacuation.
- Return to the building only after an “all clear” signal is given.

REMAIN CALM AND IN CONTROL! BE PREPARED FOR AFTERSHOCKS!

Medical Emergency (including substance overdose)

Move patient only if in a life-threatening environment.

- Assess the situation through examination of the patient, checking for “medic-alert” tags or other identification.
- Notify office
- Render emergency first aid (**if you are trained to do so.**)
- Do not leave the patient unattended.
- Accompany patient to hospital if necessary.

The Office will notify:

- 911, Principal or designee
- Staff trained in first aid/CPR
- Obtain emergency telephone number from registration form
- Call parent, spouse, or other appropriate individual

Runaway, Kidnapped or Missing Students

- Notify principal or designee immediately.
- Notify parents and call 9-1-1 as directed.
- Notify appropriate district personnel.
- Document any information or facts surrounding the incident (when and where student was last seen, description or clothing, participation in after-school activities, names or friends, etc.). -Note any circumstances which have been observed (vehicles, license numbers, description of person (s), etc.).
- Contact close friends to see if they have any information that would be helpful.

Property Damage or Vandalism

When accidental or intentional damage to school property is observed or identified, the following procedures are to be followed:

- Notify the office with information about the nature of the accident or damage, the location of the

damage, and the identities of known participants.

- The office will notify the Principal; if he is unavailable, notify the next member of the CMT.

Sudden Death

When the death of a student, parent, or staff members occurs, the following procedures are to be followed:

- Notify the Principal.
- The CMT meets to determine the level of impact the death will have on students and staff.
- Make plans for communication with parents and students.
- Provide emotional and spiritual counseling.

Threat of Suicide

When a written note is found or verbal intention is heard to commit suicide, the following procedures should be followed:

- Contact the Principal or another member of the CMT.
- Contact 9-1-1 if a life-threatening situation develops.
- A staff member should stay with the person at all times.
- Communicate with parents.
- Prepare communication for staff and students.

Assaults and Fights

If you are assaulted or threatened:

- Stay calm but alert to your surroundings. Stand if you are sitting.
- Speak in a normal tone, on the soft side if possible.
- Do NOT make any quick moves/Keep out of range of a punch or kick.
- Avoid confrontational body language/Stand at an angle to the person /Be ready to leave quickly.
- Assure the assailant that the conflict can be resolved.
- Be a good listener.
- Try to keep some furniture between you and the combatant.
- Offer your help to resolve their problem.
- Call for help, if the situation continues. Send for a CMT member.

If you see an assault or fight in progress:

- Send for a CMT member. Approach with caution if it is safe to do so.
- Identify yourself in a loud voice.

- Demand in a loud voice for the combatants to separate. Say, **“Stop Fighting Now”**
- Separate and remove one of the combatants from the area if possible and it is safe to do so; but **DO NOT** get between them.
- Identify witness(es).
- Begin first aid as needed.

Vehicular Accident

If a vehicular accident occurs on school or near the campus, the following procedures should be followed:

- Notify the school office and a member of the CMT.
- Assess the situation for injuries and follow medical emergency procedures if necessary.
- Keep the accident scene clear of students and unauthorized school personnel.
- Contact the police (911).

Mechanical / Electrical Failure

When a mechanical or electrical failure occurs, the following procedures should be followed:

- Notify the school office, if possible.
- Contact a member of the CMT.
- Assess the situation for potential danger to students and staff.
- The CMT will determine if classes can continue. If not, procedures for closing school will be initiated.

Homicide

If a homicide occurs on school property or in the vicinity of the school, the following procedures should be followed:

- Notify the school office and a member of the CMT.
- If there is any danger to the students, lockdown procedures must be initiated.
- The CMT will contact the police to report the incident and to seek advice about the continuation of school routines.

Robbery and Break-in

If a robbery or break-in occurs, the following procedures should be followed:

- Notify the school office and a member of the CMT.
- If there is any danger to the students, lockdown procedures must be initiated.
- The CMT will contact the police to report the incident and to seek advice about the continuation of school routines.

Hostage Situation

- Validate report and assess the situation.
- Notify office.
- Do not try anything that will escalate the situation.
- If appropriate isolate hostage situation by using lockdown or evacuation procedures.

The Principal or Designee will:

- Have one person communicate the facts to the police.
- Determine if any staff members have a close relationship with the hostage-taker.
- Have a plan to deal with parents and the media when they arrive.
- Follow the advice of the authorities.

Upon hearing this announcement, staff members shall initiate lockdown procedures. See below for lockdown procedures. Members of the CMP will immediately begin a search for the intruder.

LOCKDOWN PROCEDURES

- Give alert.
- Lock doors in your area.
- Direct students from outside or hallways into closest room.
- Lock your door
- Cover windows, close shades and turn off lights.
- Move students to safe area of your room
- Take roll
- Wait for instructions.
- Do not use telephones except for emergency

The office will notify

- 9-1-1, Principal or Designee
- Crisis Management Team members

BOMB THREAT PROCEDURES

The person receiving the threat should keep the caller on the line as long as possible in order to obtain information that will help the police. Make note of the following:

- The exact time of the call
- Voice characteristics of the caller
- Approximate age: boy, girl, man, woman

- Accent or peculiar voice inflections
- Background noises: music, traffic, laughter, etc.
- Threat language used

The person receiving the threat should ask the caller the following questions:

- Where is the bomb located?
- What time is it supposed to explode?
- What does it look like?
- What kind of bomb is it?
- What will cause the explosion?
- Did you place the bomb? If not, who did?
- Why the bomb was placed in the school? etc.
- What is your address?
- What is your name?

Immediately after contact with the caller has ended, the person receiving the call should notify the Principal or Designee. If possible, the threat receiver should make the 9-1-1 call, then contact the Principal or Designee.

- Evacuate any section of the school deemed unsafe.
- Wait for police to assist in a search.
- Assign school personnel to assist with the search since they may more readily recognize unusual objects.
- Return student to class only when it is deemed safe to do so.

Police reports must be made on all bomb threats to schools.

Emergency Contact Information

All Police/Fire Departments : **911**

POLICE

Auburn Police 253-931-3080
Des Moines Police 206-878-3301
Federal Way Police 253-835-6700
Kent Police 253-856-5800
King County Sheriff 206-296-4155
Pierce County Sheriff 253-798-4721
Puyallup Police 253-841-5415
Tacoma Police 253-798-4721
Washington State Patrol 206-720-3018

FIRE

Auburn Fire 253-931-3060
Central Pierce Fire 253-538-6400
Des Moines Fire 206-973-4500
Federal Way Fire 253-839-6234
Kent Fire 253-856-4300
S. King County 253-839-6234

OTHER

Child Protective Services 866-363-4276
Crisis Services 253-396-5180
800-576-7764
Pierce Co. Sexual Assault Ctr 800-756-7273
253-474-7273
Poison Control 800-222-1222
Suicide hotline 1-800-273-8255
Pierce Co. Mental Health Crisis 1-800-576-7764