

PART 2

**SPECIFIC
ACTION
PLANS**

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PART 2

CRISIS MANAGEMENT PLAN

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PART 3

**CONCERNS / CRISES COVERED BY DIOCESAN, LOCAL
POLICIES
OR
STATE LAW**

- CHAPTER 1 CHILD ABUSE/NEGLECT OR MOLESTATION**
- CHAPTER 2 CONTAGIOUS DISEASES**
- CHAPTER 3 DEATH OFF CAMPUS**
- CHAPTER 4 DECLARATION OF WAR OR NATIONAL INCIDENT**
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CHAPTE R 1

ABDUCTION (WITNESSED)

1. Call **911** for immediate assistance.
2. Gather facts about the abduction and a description of the abductor from witnesses.
3. Notify parents.
4. Convene local crisis team.
5. Decide on plan of action.
 - A. Meet with faculty if possible. Advise teachers about sharing information with the students.
 - B. Visit with missing child's classroom.
 - C. Provide group and individual counseling.
 - D. Visit other classrooms if requested.
 - E. Ask police what information should be released.
 - F. Prepare a fact sheet to help those answering phone inquiries.
6. Prepare classmates to be supportive when child is returned.
7. Provide for follow-up counseling as needed.

ABDUCTION (NON-WITNESSED)

1. Verify that the child is missing.
2. Notify the parents.
3. Notify the police.
4. Convene crisis team.
5. Ask school personnel to assist in searching the neighborhood, if prudent.
6. Question the child's friends for information, if feasible.
7. Follow steps #5 through #7 under "**WITNESSED.**"

CHAPTER 2

ACCIDENT WITH SEVERE INJURIES

1. Call 911 emergency assistance.
2. Assess injuries.
3. Assist nurse (if available).
4. Convene crisis team.
5. Remove injured students from the accident site.
6. Notify the parents of the nature and extent of their child's injuries; specify where their child is located.
7. Counsel witnesses and close friends of the injured.
8. Notify siblings of the injured on campus and counselors at the other schools where siblings attend.
9. Inform teachers and all students of the accident.
10. Ask teachers to refer distressed students to the counselors or crisis team.
11. Provide accurate information to those answering the questions of other parents or the community.
12. Prepare a statement for the media.
13. Visit injured student(s) at the hospital.
14. Debrief with crisis team.
15. Log all activities and decisions.

CHAPTER 3

ASSAULT OF STUDENT ON CAMPUS (OR TEACHER OR STAFF MEMBER)

I. ASSISTING THE VICTIM

1. Provide medical attention there are injuries.
2. Notify the police, if necessary.
3. Unless injuries require the immediate attention of a doctor or indicate transfer to a hospital, keep the victim in school.
4. Notify the victim's parent or emergency contact.
5. If assault is a rape, protect the identity of the victim.
6. Provide counseling for the victim and victim's family.

II. MANAGING THE ALLEGED ASSAILANT(S)

1. Notify the police.
2. If alleged assailant student, notify assailant's parents and request a conference.
3. Follow board policy regarding disciplinary action, questioning of students, and students taken into custody.

CHAPTER 4

BOMB THREAT AND SEARCH

EMPLOYEES RECEIVING A THREAT OR DISCOVERING A BOMB OR ANY SIMILAR EMERGENCY SHOULD IMMEDIATELY NOTIFY THE POLICE (911) AND THE SCHOOL OFFICE.

DO NOT USE RADIOS RADIO TRANSMISSIONS MAY SET OFF A BOMB

1. Notify the Superintendent and all other required district personnel.
2. At this time, evacuate if directed by the police, use alternate site if necessary which is:

**DIOCESE OF DAVENPORT
2706 N. GAINES STREET**

3. If bomb threat is received by telephone, alert other key personnel that a threat is being received, using the pre-arranged signal that all should be aware of from the crisis plan information.

QUESTIONS YOU SHOULD ASK, USING THE BOMB THREAT CHECKLIST:

- a. When will the bomb explode?
- b. Where has the bomb been placed?
- c. What does the bomb look like?
- d. What kind of bomb is it?
- e. Why was it placed in this building?
- f. Who put it there?
- g. Who are you?

KEEP CALLER ON THE PHONE AS LONG AS POSSIBLE. RECORD THE FOLLOWING INFORMATION FOR THE POLICE AND SCHOOL AUTHORITIES. USE *69 IF NEEDED TO GET THE NUMBER THE CALL CAME FROM.

- a. Time of call
- b. Date of call
- c. Exact words of the person
- d. Age, sex of caller
- e. Speech pattern, accent
- f. Background noises

CHAPTER 5

DANGEROUS OR IRATE PERSON ON CAMPUS

1. Alert police to stand by.
2. Check identification if possible. Determine whether the person has a legitimate reason to be on campus. As a precaution, have back up for support.
3. If person cannot give identification or legitimate reason for being on campus, ask person to leave or, if necessary, have person removed.
4. If person is identified as a parent or person with a legitimate reason to be there, utilize a combination of extreme politeness, courtesy and firmness to structure and de-escalate the behavior. If the person is coherent, listen to him/her and try to understand his concerns. **Do not permit classrooms to be disrupted.**
5. If students or staff witnessed the situation, inform them of the facts once the situation is resolved.

CHAPTER 6

ENVIRONMENTAL HAZARD: RELEASE OF HAZARDOUS MATERIAL SPILL OR LEAK OF TOXIC SUBSTANCE

1. Verify information.
2. Call 911 emergency assistance. Ask for advice as to whether to evacuate or shelter in place.
3. Provide for emergency medical care.
4. Convene local crisis team.
5. Notify Superintendent's office. Request assistance from maintenance department.
6. Request assistance in notifying other affected facilities. (Church/Parish center)
7. Estimate potential physical danger with the school nurse if possible.
8. Keep list of hospitalized and/or evacuated persons and where they are located.
9. Set up incident command center with communication capabilities on site.
10. If instructed by the fire department to shelter in-place:
 - a. Shut down main electrical power sources to close all ventilation sources.
 - b. Turn off main gas supply.
 - c. Close all exterior doors and windows.
 - d. Set portable AM/FM radios to designated radio stations for additional emergency information.

If instructed by fire department to evacuate:

- a. Determine direction of prevailing wind.
- b. Prepare students and personnel for evacuation.
- c. Evacuate site using crosswind route to avoid fumes.
- d. Prepare a fact sheet parent and community inquiries.
- e. Debrief teams.
- f. Make preparations for teams to continue with follow-up services.
- g. Log all activities and decisions.

CHAPTER 6 (CONTINUED)

INTERIOR RELEASE

1. Verify information.
2. Call **911** for emergency assistance.
3. Provide for emergency medical care.
4. Move staff and students from affected area.
5. Close up and secure affected area.
6. Post warning signs at the entrance.
7. Convene local crisis team.
8. Estimate extent of injuries or potential physical danger with school nurse, if possible.
9. Keep list of hospitalized persons and where students/staff are evacuated.
10. Set up incident command center with communication capability on site.
11. **SEE #10 ON PREVIOUS PAGE.**

CHAPTER 7

EXPLOSION, FIRE, PLANE CRASH INTO BUILDING

1. Sound the fire alarm; evacuate the building immediately.
2. Contact emergency services (**911**).
3. Extinguish fire **IF** it can be done safely.
4. Provide first aid.
5. Alert Superintendent's office.
6. Convene local crisis team.
7. Assist emergency personnel in locating injured persons. Follow instructions of city fire and police department personnel.
8. Close all exterior windows.
9. Request assistance of crisis team.
10. Set up incident command center with communication capability on site.
11. Keep list of hospitalized persons and the places to which students or staff are being evacuated.
12. Keep students and staff away from building until area is declared safe.
13. If building cannot be re-entered, relocate students to pre-determined location.
14. When building is safe for re-entry, follow the instructions of fire department.
15. Prepare media statements.
16. Ask for media assistance in notifying parents and disseminating information about procedure for releasing students from school.
17. Determine location for temporary classrooms and supplies when needed.
18. Log all activities and decisions.
19. Debrief with the crisis team.
20. Continue interaction with local crisis teams until trauma is resolved and school is returned to normal functioning.

CHAPTER 8

TORNADO, SEVERE STORM, FLOOD

1. Contact emergency services (**911**).
2. Convene local crisis team.
3. In case of tornado warnings, tune to battery powered (AM) radio station for additional weather information.
4. If siren is sounded, move staff and students to safe area (inner hallways, inside wall on bottom floor or best available space away from windows).
5. If storm is accompanied by severe flooding, relocate students and staff to area safe from flooding until further instructions are received.
6. Prepare for emergency action (e.g. medical triage, evacuation, etc.) in conjunction with police and fire department instructions.
7. Set up incident command center with communication capability on site.
8. Survey damage.
9. Implement evacuation plan if appropriate.
10. Keep a record of those persons who have been hospitalized or evacuated and where they have been taken.
11. Log all activities and decisions.

CHAPTER 9

TAKING HOSTAGES OR SNIPER GUNFIRE

1. Call 911 emergency assistance.
2. Convene local crisis teams if possible.
 - a. Assess the situation (weapons, number of students, location, closest exit).
 - b. Secure the school building. Keep all students away from the area.
 - c. **LOCK DOORS.**
 - d. Inform staff through code to keep all students in the classrooms and away from windows.
 - e. Have multiple copies of the school floor plan available for the police.
3. Set up command center with communications on site.
4. Remain available to law enforcement and negotiators.
5. Have attendance roster to use a checklist when releasing students. Ask teachers to remain with their students until the situation is resolved or students are released to their parents. Use pre-arranged evacuation site to release students to parents if necessary.
6. Prepare a statement for the media. Ask media to help notify parents when and where the children are to be released.
7. Prepare a fact sheet for phone calls from parents and the community.
8. Make preparations for the crisis team to provide follow-up services.
9. Log all activities and decisions.

CHAPTER 10

VIOLENT BEHAVIOR OF A STUDENT

1. Notify police if necessary.
2. Remove the student from the class, using as little physical contact as required with the assistance of available adults.
3. Place student in a secure, secluded room for time out. Physically restrain if necessary. Assign staff to supervise the student.
4. Attempt to calm the student by listening and reassuring him/her.
5. Provide care for injured students or staff.
6. Talk with the teacher and witnesses to find out exactly what happened.
7. Contact parents. Describe the behavior of the student and the action taken by the school. Ask for their ideas about what might be wrong and for their help in planning to alleviate the difficulty.
8. Discuss the incident with the students in the classroom.
9. Decide on what steps are needed and necessary for re-admitting the student.

CHAPTER 11

WEAPONS ON CAMPUS

1. If student has the weapon in his immediate possession, confiscate the weapon. If the weapon has been reported to be in his/her locker or backpack, ask them to get it and confiscate it immediately.
2. Notify the police, if necessary.
3. Hold expulsion hearing with the Board of Education, parents, student and appropriate school personnel present at the meeting.
4. Expel the student from school for the remainder of the year.
5. Notify the Diocesan office (237-5013)

GUN DISCHARGED

1. Call 911 for emergency assistance.
2. Request immediate assistance.
3. If injuries are involved, follow steps 2-15 under accident with severe injuries.
4. If there are no injuries:
 - a. Immediately remove all students and staff from the area.
 - b. Convene local crisis team.
 - c. Inform teachers of the incident.
 - d. Ask teachers to refer distressed students to counselor or crisis team.
 - e. Secure unaffected areas from the armed student.