

Trinity Catholic JR./SR. High School Crisis Management Plan

Security

All exterior doors to the building will be locked by 8:00 a.m. each day and will remain locked for the entirety of the school day. After 8:00 a.m., all visitors to the school will be let in by the front office and will be required to show photo identification to receive a visitors badge. ***Under no circumstances should anyone be allowed to enter the building without first checking in with the school office.***

In order to best secure the building, all students will need to leave the building by 3:45 p.m., unless they are being supervised by a member of the faculty.

Security cameras are placed throughout the building and school grounds. Cameras are in operation at all times, recording all activity/events that occur. Administration can refer to these tools as needed.

Fire Evacuation Procedures

An orderly and pre-planned exit from a building when conditions are safer outside than inside. (See classroom evacuation and shelter map).

- Signals - Fire alarms will sound and/or make a clear intercom announcement. •
- Call 911 if warranted.

Administration

- Building administration is responsible for the accountability of every person in the building. •
- Administration will determine if arrangements need to be made for transportation to alternate building locations or if school is to be dismissed.
- Keep fire lanes open.
- Supervise building evacuation.
- Assign additional functions/roles as needed.

Office Staff

- Call 911 and notify the fire department.
- Take all pertinent student emergency information forms/documentation when evacuating from the building.

Teachers/Staff

- Follow the evacuation route as assigned on maps posted in every classroom and report to designated safety locations. Teachers should take their students at least 500 feet away from the building. Students should be arranged in a single file line, facing away from the building and remain quiet so additional instructions can be given/heard if needed.
- Teachers are responsible for the accountability of each student in their class. • Class rosters/attendance lists are to be taken in order to verify that all students are accounted for.

Custodians

- Check restrooms and other areas throughout the building for students and faculty. •
- Report to the principal when the building is deemed to be clear.

Tornado or Severe Weather:

- Signal - Continuous Bell Alarm.

Definition

- **Tornado Watch:** Conditions are favorable for a tornado or severe weather. Make staff aware of the watch and when it will expire but take no further action.
- **Tornado Warning:** Tornado has been sighted; take shelter immediately.

Action Plan

- If the possibility of severe weather is in the forecast, office staff will be in charge of monitoring changing weather conditions.
- If a tornado warning is issued, a clear announcement/bell is made and teachers should take their students to their designated shelter locations.
- All persons should remain in sheltered areas until the “all clear” is given.
- Students should not be permitted to leave the school for field trips or other events during a watch or warning.
- If students are on a field trip/athletic event/activity, bus drivers will be alerted to get students back to school, if appropriate.

Administrator

- Make the announcement/sound the alarm that a tornado warning has been issued. ● Building administration is responsible for the accountability of every person in the building. ● Maintain contact with all staff and student body as appropriate.
- Give the “all clear” announcement once it is determined that the threat of inclement weather no longer exists.

Office Staff

- Call emergency numbers (as needed).
- Maintain all pertinent student emergency information forms/documentation when evacuating from the building.

Teachers

- Follow the evacuation route as assigned on maps posted in every classroom and report to designated safety locations.
- Teachers are responsible for the accountability of each student in their class. ● Class rosters/attendance lists are to be taken in order to verify that all students are accounted for. ● Teachers should require that students remain quiet so additional instructions can be given/heard if needed.

Custodians

Serve as weather spotters during a tornado watch.

Bomb Threat Procedures

- Complete the bomb threat checklist.
 - Contact law enforcement for assistance.
 - Notify administration.
 - Evacuate if deemed appropriate by law enforcement and/or the Incident Commander. •
- Turn off all radios/cell phones during the evacuation if the bomb is in an unknown location. •
- Do not approach any suspicious object, bags, items that are out of place.
- If a device has NOT been located, the Administration will decide what action needs to be taken. If a device IS located, law enforcement, in cooperation with school personnel will assume command.

Use this checklist to help determine the seriousness of a bomb threat and to identify the caller. Date:

_____ Time of Call: _____ Taken By: _____ Phone

received at: _____ Caller ID: _____

Exact language/wording used by the caller: _____

Record the following information as provided:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. Why are you doing this?
5. What is your name?
6. What kind of bomb is it?
7. What will cause it to explode?

Additional information:

Caller Gender: _____ Describe: _____

Caller Age: _____ Describe: _____

Caller's Voice (calm, angry, fast, slow, etc.) _____

Caller accent: _____

Did you recognize the caller: _____

Background Noises: _____

Other Notes: _____

Medical Emergency

- Notify building office and/or administration; call 911 if warranted.
- If poisoning is suspected call the Poison Center Hotline at 1-800-222-1222
- Provide for immediate medical attention including performing necessary life-sustaining measures. (CPR, First Aid, AED, etc.), until trained Emergency Medical Services arrive.
- Do not move victims unless they are in immediate danger of further injury.
- After immediate needs have been cared for, remain to assist emergency medical personnel with pertinent information about the incident.
- For relatively minor events, have students taken to the office or school nurse for assistance. ● Contact parents or guardians, as appropriate, to seek approval for treatment.

Health Emergencies

- Broken Bones
- Burns
- Choking
- Heart Attack
- Uncontrolled Bleeding
- Seizures
- Strokes
- Other

Lock Down Procedures

Outside Threat

A situation where there is an external threat in the community surrounding the school. Lock external doors, normal activities continue in the school when appropriate, but students and staff remain inside the building. Students and staff may be asked to move to another location within the building.

- Call 911, if warranted.
- Notify administration.
- Make a clear intercom announcement and continue normal teaching activities. Follow announcement instructions.
- Lock external doors.
- All classroom doors should be locked/secured and window shades closed.
- Students should NOT be allowed to use the restroom.
- All students and staff that are outside should come back inside the building. ●

All students and staff must remain inside the building.

- Staff members who do not have students are asked to check the halls/restrooms for students. ●
- Make an **“All Clear”** announcement when ready to resume normal activities. ● Parents should be notified of the situation via email prior to the end of school day by the administration.

Inside Threat

Intruder

An intruder is an unauthorized person who enters school property and does not report to the office for a visitor's pass. If the intruder's purpose is not legitimate, ask him/her to leave. Notify Administration and call 911 if you feel the intruder is a threat.

Intruder/Trespasser Procedures:

- Politely greet the guest/intruder and identify yourself.
- Ask the guest/intruder that all visitors must register at the main office.
 - If the intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to the exit.

If Intruder/Trespasser Refuses to Leave:

- Notify administrator or call 911 if warranted
- If you call 911, be ready to advise of imminent risk of danger. Provide exact location inside of the school.
- If you call 911, stay on the line with dispatch until law enforcement arrives.
- Consider giving the **"Run, Hide, Fight"** warning to the building.
- If possible, maintain visual contact with the intruder from a safe distance, and report the threat to the building administrator or law enforcement.

Threat/Situation Inside the Building

A situation where there is an imminent threat inside the building. Students and staff should immediately **"Run, Hide, Fight."**

- By whatever means possible, communicate using plain language. Example: "There is an active shooter in the building." "Secure your area/lockdown and take necessary action." **This is NOT a drill!**
- Call 911.
- Disregard fire alarms and bells.
- Assist those with Special Needs.
- **There is no "All Clear" after an announcement.** A law enforcement officer or administrator will come to your room and open your door from the outside.
- Follow Reunification/Accountability procedures.

Active Threat

Activate **“Run, Hide, Fight”** model (in most cases, first responses should be to secure your immediate area). Announce the threat by any means possible, including specific details regarding the location and description of the threat and then call 911.

- **Run: (Direct Threat) If you are confronted by the threat and have a clear escape path to safety or are unable to secure your immediate area.**

Have an escape path in mind.

Leave your belongings behind.

Evacuate the area and help others escape if possible.

When leaving the area, make sure your hands are visible.

Do not attempt to move the wounded.

Prevent others from entering the area where the active threat may be.

Proceed to the designated evacuation site.

Call 911 if unsure that a 911 call has been made.

- **Hide: (Not Directly Threatened): If you are not directly threatened, but are able to secure your immediate area.**

Hide in an area out of the shooter's view.

Lock the door and secure it with your “Nightlock Lockdown Barcade” and block the door with desks, tables, etc., if it can be done safely and without threat to your safety.

Cover the window in your classroom door so visibility into the room isn't possible. Display the **“Green Placard” (No Help Needed)** or the **“Red Placard” (Help Needed)** in the window of your classroom door.

Close all window blinds in your classroom.

Silence all cell phones, remain quiet and plan next action steps.

Remain in hiding until escape is possible or until released by law enforcement or administration. Ignore fire alarms, as they may have been activated in an attempt to draw you out from hiding.

- **Fight: If the threat is in direct contact, lives are at risk and escape is not possible. *This is the Last Resort.***

When it is not possible to **Run** or **Hide**, you must **Fight** back against the intruder.

Be committed to your actions.

Attempt to incapacitate the attacker. Act with aggression until the threat is eliminated. Use improvised weapons: Fire extinguishers, scissors, chairs, books, etc. Work together with others to stop the threat.

Reunification and Accountability

Reunification Procedures:

A situation where an orderly removal of students and staff has been executed to a predetermined location due to conditions inside the school building. Reunification is the safe, orderly reunion of parents/guardians with their children because the school has been evacuated or closed.

- Follow evacuation procedures
- Follow instructions to the reunification site.
- Staff will escort students to a safe area.
- Teachers will remain with students at all times until dismissed by the incident commander or designee.
- Method of transportation to safe areas may be either by walking or by bus transportation.
- Upon arrival at the reunification site, follow Accountability procedures.
- The Building Administrator or designee will notify parents/guardians of the reunion area.

Evacuation Sites & Address

1. Bold Logistics (former Target building)	1529 E 17th Ave Hutchinson, KS 67501

Accountability Procedures:

Accounting for all persons during an emergency is critical in identifying the whereabouts and wellbeing of students, staff, and visitors, and identifying those who may be missing.

- General accountability principles should include:
Who is present? Who is missing? Who is extra?
- A school office designee should be assigned to serve as the Attendance Coordinator who will collect information from teachers and other office staff to account for all students, staff and visitors.
- Teachers should account for students and injuries and report them to the Attendance Coordinator. • Office staff should account for staff, itinerant staff and visitors and injuries reporting all to the Attendance Coordinator.
- The Attendance Coordinator should identify any missing and injured individuals and report to the Incident Commander.
- The Attendance Coordinator will account for anyone who is released.
- Staff are responsible for the accountability of each student in their class.
- Building administration is responsible for the accountability of every person in the building.

What is my specific role in the reunification process?