

CRISIS RESPONSE
INTERVENTION
PLAN

Prairie Hills Junior High
2014-2015 School Year

Crisis Response Intervention Team (CRIT) School

Responsibility	Staff Person	Name	Room Teaching Position	Home / Cell Telephone No.
Administrator -in-Charge		Kennzell Smith	Office	Ext. 2302
	<i>Secretary</i>		<i>Office</i>	
First-Aid	Nurse	Tacoma Hill Ms. Harwell Ms. T. Sims	D102	Ext. 2303
CRIT Team Administrator	Asst. Supt. Cur. & Inst.	Ms. Veazey	Central Office	(708) 210-2888
Site Coordinator	Principal	Michael Moore	Office	(773) 425-1913
	Dir. Build. & Grounds	Foy Bryant	Central Office	(708) 473-0501
Sweep Team Coordinator	CRIT Team Member	Codjhia Shelton Christina Montgomery	Asst. Principals	Ext. 2430 Ext. 2477
	CRIT Team Members*	Keith Mathis T. Hurd	Deans	Ext. 2474 Ext. 2457
	CRIT Team Member*	Ms. Lynch	Resource Teacher	Ext. 2422
	CRIT Team Member	Ms. Merrick Ms. Roberts	Literacy Coaches	Ext. 2423 Ext. 2453
	CRIT Team Member	Ms. McEwen	Admin. Assistant	Ext. 2300
	CRIT Team Member*	Mr. Shanks	Custodian	Radio Channel 4
	CRIT Team Member*	Mr. Hill	Custodian	Radio Channel 4
Media Coordinator	Superintendent	Dr. Kimako Patterson Dr. Alicia Evans	Central Office	(708)210-2888
Parent Coordinators	Social Worker	Ms. Robinson Ms. Jones	Social Workers	Ext. 2310 Ext. 2308
	Psychologist	Mr. Phillips	Psychologist	Ext. 2307
	Resource Teacher	Ms. Denny		Ext. 2452

*Note: These teachers have small group instruction duties and will immediately drop off their students in the event a situation arises

Crisis Response Intervention Team Responsibilities (CRIT)

Administrator-in-Charge:	Will coordinate emergency response effort. Directs that necessary notifications are made. Coordinates police, fire, medical response. <i>Remains in the Command Center (office) and manages the crisis.</i>
First-Aid Responders:	Will provide emergency first aid until medical assistance arrives.
Site Coordinators:	Will respond to site of emergency and control access to the affected area. Preserves the crime scene until police arrive and assume control.
Police/Fire/Medical:	Will meet emergency personnel and direct them to the scene. Returns to front of school and directs media, parents and central office personnel to appropriate locations.
Sweep Team Coordinators:	Will assemble adults who do not have supervisory duties into three-person sweep teams who will check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up "missing student" lists from each teacher in their assigned sweep area. Coordinators will assemble the lists of missing students and forward to the Command Center.
Parent Coordinators:	Will be responsible for dealing with parents who may respond to the school. They will advise parents of the situation and advise them whether their child is or isn't involved in the emergency. After the Code red has been rescinded, assist those parents who wish to take their child home.
Secretary	Maintains emergency related records. Keeps running record with times of events. (See Form)

Emergency Telephone Numbers

EMERGENCIES-911	Phone Number
Markham Police Department	708-335-9640
Markham Fire Department	708-335-9630
E-COM	708- 799-6403
Hazardous Materials	800-424-8802
Protective Services/ Child Abuse	800-422-4453 800-252-2873
Poison Control Center	800-222-1222
Gas Company/ NICOR	888-642-6748
Electrical Power Company/ COMED	800-334-7661
Telephone/ SBC-AT & T	888-611-4466
Superintendent's Office	210-2888
Attorney	
Director of Transportation/ Road Conditions	
Ingalls Hospital	333-2300
South Suburban Hospital	799-8000
St. James-Olympia Fields Hospital	708-747-4000
Public Health Depart/ Chicago Heights	753-5800
Mental Health Dept./ Grand Prairie	331-0500 (Harvey) 800-345-9049 (Chicago)
American Red Cross/ Chicago	800-337-2338
Weather Bureau	815-834-1435

Code Red- General Procedures

Code Red Procedure Packet located in hanging red envelope in classroom

A CODE District 144 is declared when, in the opinion of the Administrator-in-Charge, a situation exists that threatens the safety of students and staff and requires that they remain in their classrooms.

Code District 144

The Crisis Response Intervention Team (CRIT) responds to the Command Center. **All Adults** not having supervisory responsibilities for students will report to the Media Center for assignments.

Code District 144 - IN

NO ONE MOVES. The situation is unstable, and the risks are too great to have anyone moving about the school until the police arrive and assist in the assessment of the incident.

Special Note:

There will always be a need to have restrooms checked for students during a crisis. This task will have to fall to an administrator (Assistant Principal) during a **CODE 144 - IN**

Administrator-in-Charge Responsibilities

- Direct 911 be called
- Declare **CODE 144 - IN**
- Direct school bells be turned off
- Directs **First-Aid Responders** to scene
- Briefs CRIT on the situation
- Secures accident/crime scene
- **Remains in the Command Center and manages the crisis**

Classroom Teachers/Aides Responsibilities

1. Sweep any student (s) from the hallway and lock classroom door
2. Account for students out of class on yellow placard
3. Account for student (s) pulled in from hall but not on roster list name (s) on green placard.
4. Slide both placards under the door to be picked up by sweep team

BOMB THREATS CODE 144 - OUT

Procedures: Phone Threat

1. Listen to the message without interrupting the caller
2. Write down the message, noting time of call, unusual background noises, and estimated age of caller - use YELLOW caller cards
3. Try to keep the caller talking
4. Attempt to ascertain from the caller the type of bomb, where placed, time of detonation, and reason school has been targeted.
5. If school has **Caller ID**, note the number from which call was made.
6. Immediately notify the Administrator-in-Charge of the call and content of the message.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1. If the threat is deemed valid: <ul style="list-style-type: none"> ▪ Call 911- advise building is being evacuated because of a bomb threat ▪ Activate CRIT ▪ Turn off bell system ▪ Turn off all two-way radios <p>Do not utilize the fire alarm system to evacuate the building</p> <ol style="list-style-type: none"> 2. Dispatch CRIT 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. <p>In consultation with police/fire officials, determine when it is safe to re-enter the school.</p>	

Code Red Respond-Responsibilities of CRIT Members/Sweep Team

Report to Principal

In teams, check the restrooms, hallways, and other non-classroom areas for students and/or suspicious packages/devices.

BUS ACCIDENTS

PROCEDURES

1. Upon receipt of notification of accident, obtain the following information:
 - a) Bus number or route number
 - b) Location of accident
 - c) Number of injured students and adults
 - d) Time of accident
 - e) Whether police/fire/ambulance is on scene
 - f) Location of where injured parties have been taken
 - g) Whether additional buses are needed to transport non-injured students
2. Notify the Administrator-in-Charge

Administrator's Responsibilities	Responsibilities of Bus Supervisor
<ol style="list-style-type: none"> 1 Dispatch CRIT to accident scene with Emergency Response Kits. 2 Notify the Superintendent's office 3 Obtain a list of students who were on the bus and have Emergency Notification Sheets pulled. 4 Determine if siblings of bus-riding students are still at school. (It may be necessary to advise them of the accident and arrange for parent pick-up. 5 When advised by CRIT members on the scene of the current status, direct appropriate notifications be made. 6 If appropriate, respond to the hospital 	<ol style="list-style-type: none"> 1 Assess the situation and call 911 2 If danger of fire or vehicle is in precarious position, evacuate the bus and direct students to safe location. 3 Have older students assist younger students. 4 Notify the school of the accident and the extent of any injuries. 5 Keep children under control. Have adults in area assist with tasks. 6 If students are transported to hospitals, determine which student(s) are going to which hospitals.

Responsibilities of CRIT Members responding to the Scene

Assess the current situation and advise the principal
 Assist in the movement and/or control of non-injured students.
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.
 Keep the principal updated on all medical conditions of students and staff
 The Superintendent will handle media inquires at the accident scene. The hospital spokesperson will handle any inquires regarding treatment of the injured.

Kidnapping/Missing Student

Procedures

- 1 Upon learning that a child has been abducted or missing, immediately notify the Administrator-in-Charge.
- 2 Obtain a detailed description of abductor, including physical appearance, and color of clothing, and make, model, color, license number of any vehicle used in the abduction.
- 3 In the case of a missing child, obtain a detailed description of clothing, and the time and location when the child was last seen.
- 4 Await arrival of police.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<p style="text-align: center;"><i>Abduction</i></p> <ol style="list-style-type: none"> 1 Call 911 and advise of abduction 2 Provide the 911 operator with a description of the vehicle with license plate number, if known. 3 Notify 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 CRIT Members on the situation and arrange for counselors the next day. <p style="text-align: center;"><i>Missing Student</i></p> <ol style="list-style-type: none"> 1 Activate CRIT and conduct an immediate search of school and school grounds. 2 Call 911 and parents of missing student. 3 Check student's locker and desk for any indication of why incident occurred. 4 Interview student's friends for information 	<p style="text-align: center;"><i>Abduction</i></p> <ol style="list-style-type: none"> 1 If abduction occurs while class is in session, attempt to persuade the abductor not to commit the act. 2 If unsuccessful, do not place yourself or other children in harm's way. 3 Immediately notify office and provide as many details as possible. 4 Maintain control of students. <p style="text-align: center;"><i>Missing Student</i></p> <ol style="list-style-type: none"> 1 Immediately notify the office when advised a student is missing. 2 Assist administrator with questioning of friends and fellow classmates as to why the student is missing. 3 Maintain control of remaining students.

Code Red Respond-Responsibilities of CRIT Members/Sweep Team

Report to principal
 In teams, check the restrooms, hallways, and other non-classroom areas for students and/or outsiders.

Death of a Student/ Staff Member

Procedures

Not occurring on school property

Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed and current information be provided.

Arrange for counseling services for staff and students.

Prepare a notice to be sent home to parents with particulars regarding any arrangements that may have been decided by the family of the deceased.

*If death occurred during the school day, on school property, follow the **CODE 144 - IN** procedures.*

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Call a meeting of CRIT Members to formulate the school's response to the notice. 2 Activate the telephone tree to 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 obtain information regarding arrangements. 4 Arrange for appropriate counseling services. 5 Update information to staff and parents as it becomes available. 6 Work with famil(ies) on funeral/memorial plans. 7 If the student or staff member had personal property in school, secure the property including locker contents, until authorized to release it to family or a relative. 	<ol style="list-style-type: none"> 1 Keep informed of plans and procedures that may be implanted in response to the death. 2 Be observant of students' and fellow staff members' reaction to news. If required, refer the person(s) to counseling. 3 Do not deny your own emotional response to this situation, and seek appropriate help. 4 Assist in bringing closure to this event.

CRIT Members/Sweep Team Responsibilities

Keep a copy of the Crisis Plan at home and at school for ready access

Hostage/Armed Intruder

Procedures

- 1 Assess the situation and remain calm.
- 2 Notify the Administrator-in-Charge of situation and call **911**.
- 3 Obtain accurate information:
 - a. Where in the building is the event occurring?
 - b. How many are involved (both perpetrators and hostages)?
 - c. What demands, if any, have been made?
- 4 Render appropriate assistance

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Direct 911 be called. 2 If appropriate, declare a Code 144-IN. Follow established procedures for a Code 144 - IN/OUT 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 to facilitate their efforts. 	<ol style="list-style-type: none"> 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. 6 If not directly involved, follow instructions quickly and without comment. 7 When notified of the Code 144 - IN/OUT, follow established procedures. 8 Be able to account for all students under your control.

Code Red Respond-Responsibilities of CRIT Members/Sweep Team

In teams, check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up "missing student" lists from each teacher in their assigned sweep area. **Coordinators** will assemble the lists of missing students and forward to the Command Center.

Natural/ Environmental Disasters

Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

Fires

Procedures

- 1 Students will form a line quickly, quietly, and in an orderly manner.
- 2 There should be no running and all movement should be according to the prearranged fire exit plan that is posted in each classroom.
- 3 Take Emergency Go Kit.
- 4 Windows and doors should be closed. The last person out of the classroom will close the door.
- 5 No one should stop to retrieve coats or materials.
- 6 Each class will proceed to a pre-determined point outside of the building.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Pull Fire Alarm if not already activated. 2 Disseminate CRIT 3 Assist/Supervise safe evacuation of building 4 In consultation with police/fire officials, determine when it is safe to re-enter the building. 	<p>Follow the same duties as listed under tornadoes</p>

Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal
 Assist in the movement and/or control of non-injured students.
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.
 Keep the principal updated on all medical conditions of students and staff
 The Superintendent will handle media inquires at the scene. The hospital spokesperson will handle any inquires regarding treatment of the injured.

Natural/ Environmental Disasters
Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills
Tornadoes

Procedures

- 1 Students will form a line quickly, quietly, and in an orderly manner.
- 2 There should be no running and all movement should be according to the prearranged Tornado exit plan that is posted in each classroom.
- 3 Take Emergency Go Kit.
- 4 Windows and doors should be open. The last person out of the classroom will leave the door open.
- 5 No one should stop to retrieve any materials.
- 6 When the alarm sounds, each class will proceed to their designated areas as instructed.
- 7 Students will kneel on the floor in the hallway with heads down, facing a wall or locker away from any glass.
- 8 Students are to place their hands over their heads.
- 9 Absolute silence must be maintained

Administrator's Responsibilities	Teacher's/Staff Responsibilities

Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal
 Assist in the movement and/or control of non-injured students.
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.
 Keep the principal updated on all medical conditions of students and staff
 The Superintendent will handle media injuries at the accident scene. The hospital spokesperson will handle any injuries regarding treatment of the injured.

Natural/ Environmental Disasters

Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

Gas Leaks/Toxic Spills

Procedures

Administrator-in-Charge will call 911

**If gas leak DO NOT activate fire alarm or any other electrical equipment-
EVACUATE IMMEDIATELY**

Administrator will determine if evacuation is needed

Administrator's Responsibilities	Teacher's/Staff Responsibilities
1 If vapor or fire is present evacuate immediately	1 Notify the Administrator-in-Charge
2 Call 911	2 Wait for instructions from Administrator
3 Describe condition and type of hazardous material if known	3 If evacuating, take Emergency Go KIT and proceed to designated location with Class Attendance Log
4 Notify Superintendent/Director of Buildings & Grounds	4 Supervise students
5 If possible have custodian shut off supply line to tank or system	5 If parents arrive wanting to take students home do not release them until they have signed proper form (see CRIT member)
6 Confine area by closing doors and floor drains	
7 Activate CRIT	
8 Evacuate to Safe Haven Location if needed	
9 Take Emergency Kit with you if evacuating	

Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal

Assist in the movement and/or control of non-injured students.

If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student release Form.

Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.

Keep the principal updated on all medical conditions of students and staff

The Superintendent will handle media inquires at the accident scene. The hospital spokesperson will handle any inquires regarding treatment of the injured.

Electrical Malfunction

Procedures

Administrator-in-Charge will contact building custodian
 Administrator will notify teachers to hold classes until further notice
 Call **911** if concerned about a fire or safety hazard
 Administrator will call local electrical company with concerns/inquires (COMED 800-334-7661)
 Administrator will contact district office and advise of situation and any assistance needed

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Contact Building Custodian 2 Contact Director of Buildings & Grounds 3 Notify teachers to hold classes until further notice 4 Call 911 if fire/safety concern arises 5 Activate CRIT if needed 6 Possible Considerations: Closing school Cafeteria food preparation capabilities Transportation adjustments Parent notification 	<ol style="list-style-type: none"> 1 Hold classes until further notice 2 Retrieve flashlight from Emergency Go Kit if needed 3 Keep students calm and on task 4 Continue normal routine as best as possible

Responsibilities of CRIT Members/Sweep Team

Report to Administrator-in-Charge for direction
 Monitor hallways, bathrooms, and unsupervised areas of the building
 Check in with teachers to see if they have any needs or concerns

Field Trip Incident

Procedures

Be Prepared; Before leaving on the field trip make sure the building secretary has the following:

- Students list by assigned bus
- Supervision list by assigned bus
- Chaperone list and vehicle
- Map of intended route
- List of medical needs/conditions & first aid kit

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Upon notification, determine whether to deploy additional personnel to the scene 2 Notify District Office of incident and action being taken 3 Contact parents of injured students to inform them of the incident and status of their child and which hospital their being transported to 4 Determine whether to activate CRIT Members to the scene 5 Contact remaining parents with update and actions being taken. Indicate any meetings or pick-up times at the school 6 Determine whether to meet injured students at the hospital or stay and speak with parents 	<ol style="list-style-type: none"> 1 Attend to any medical needs if there are injuries or complaints of pain. Call 911 if appropriate 2 Contact administrator immediately and provide update and actions being taken 3 Stay with injured students and assign uninjured students to join another group 4 Accompany injured students to the hospital if needed 5 Keep administrator informed of process 6 Stay at hospital until administrator arrives

Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal
 Assist in the movement and/or control of non-injured students.
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.
 Keep the principal updated on all medical conditions of students and staff
 The Superintendent will handle media inquires at the scene. The hospital spokesperson will handle any inquires regarding treatment of the injured.

Suicide - Attempted/Actual

Procedures

- Always assume the victim is alive!
- Administer emergency first aid
- Notify Administrator-in-Charge
- Stay with victim until help arrives
- Limit access to immediate area until police arrive

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<p style="text-align: center;"><i>Actual</i></p> <ol style="list-style-type: none"> 1 Assess the situation 2 Direct that 911 be called 3 Declare a CODE 144 - IN, no lock 4 Direct the appropriate notifications are 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 locker 7 If victim has siblings in other area schools, notify their administrators 8 Be prepared to deal with media 9 Arrange for counselors for students and staff 10 Make contact with parents of deceased student <p style="text-align: center;"><i>Attempted</i></p> <ol style="list-style-type: none"> 1 Assess situation 2 Direct that appropriate notifications are made 3 If required, call 911 4 Deal with siblings (see above) 5 If Code Red was not called, hold an emergency staff meeting at close of school to brief staff. 6 Arrange for additional counselors if needed 	<p style="text-align: center;"><i>Actual/Attempted</i></p> <ol style="list-style-type: none"> 1 Immediately notify Administrator-in-Charge 2 Administer first aid/CPR (if knowledgeable) 3 Secure the area until an administrator arrives on the scene 4 Once relieved, teacher responds to his or her classroom and maintains order <p style="text-align: center;"><i>Rumors of</i></p> <ol style="list-style-type: none"> 1 Treat all verbal and written threats as a serious matter 2 Immediately notify the Administrator-in-Charge about the information 3 Assist in the evaluation of the threat with other staff. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">CRIT/Sweep Team Responsibilities</p> <ol style="list-style-type: none"> 1 Report to Administrator-in-Charge for directions 2 Help secure area 3 Help with interviews of student witnesses 4 Help secure victim's personal property </div>

Evacuation/ Reverse Evacuation

Procedures

When the announcement/alarm is made:

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<p style="text-align: center;"><i>Evacuation</i></p> <p>Pull Fire Alarm if not already activated. Disseminate CRIT Assist/Supervise safe evacuation of building In consultation with police/fire officials, determine when it is safe to re-enter the building.</p> <p style="text-align: center;"><i>Reverse Evacuation</i></p> <p>Announce over the intercom that a reverse evacuation is in effect Direct 911 be called Declare CODE 144 - IN Direct school bells be turned off Direct First-Aid Responders to scene Briefs CRIT on the situation Secures accident/crime scene Remains in the Command Center and manages the crisis</p>	<p style="text-align: center;"><i>Evacuation</i></p> <p>Grab Emergency Go Kit on the way out of your room Take the closest and safest way out as posted Do not stop for student/staff belongings Go to the designated area and wait for instructions Check for injuries Take attendance. Hold up GREEN card if all present. Report missing students to command post by holding up RED card. If you have any other questions or problems hold up RED card</p> <p style="text-align: center;"><i>Reverse Evacuation</i> <i>(For emergencies requiring shelter that occur during recess or PE class)</i></p> <ol style="list-style-type: none"> 1 Move students/staff inside as quickly as possible 2 Report to classroom 3 Take attendance 4 Use intercom system to report missing students 5 Wait for further instructions
Responsibilities of CRIT Members/Sweep Team	
<p>Assess the current situation and advise the principal Assist in the movement and/or control of non-injured students. If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form. Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents. Keep the principal updated on all medical conditions of students and staff The Superintendent will handle media inquires at the scene. The hospital spokesperson will handle any inquires regarding treatment of the injured.</p>	

Evacuation Procedures for Students with Disabilities

Procedures

- At the beginning of each school year all teachers who have students with special needs will meet with PPS staff and review each child's IEP as a team
- Crisis intervention/response strategies will be developed with input from each member of the teaching team
- An implementation drill will be conducted shortly thereafter

Hearing Impaired

- Alert the students that there is an emergency—switch lights on and off to gain attention or gesture what is happening or what to do
- With simple direct gestures or sign language, point them to safety
-

Wheelchair Confined

- Students in wheelchairs who have respirators must have priority assistance if there is smoke, as their ability to breathe is jeopardized
- Determine if there are limitations on moving the students or if lifting may be dangerous to their health

Addressing the Media

Only the Superintendent or the Director of Business Affairs/HR may speak to the media.

Everyone should be advised about the risks of talking to media representatives. The efforts of ambitious reports can psychologically damage vulnerable staff, students, and cripple administrative efforts.

Be aware that the media may approach students. Suggest to students they not comment, and refer the media to the school.

**Safe Haven/Rally Points
For
Prairie Hills Junior High School**

Markham Court House

Contact: Kevin Collins

Phone: 708-232-4141

Address:

Crisis Response Follow-Up

- Principal notifies Supervisor and Crisis Team Coordinator of situation.
- Crisis Team Coordinator activates CRIT.
- Superintendent activates emergency phone tree for notification of situation and prepares for media contact.
- Principal and Crisis Team Coordinator brief CRIT.
- Principal prepares a formal statement for teachers to read to their classes at a specified time. Updated announcements will be given as necessary.
- Principal briefs faculty.
- Principal determines need for student/ parent message.
- Superintendent & Principal determine need to host a parent meeting.
- Principal, Crisis Team Coordinator & CRIT conduct an after school faculty/staff review of the day in the Media Center.
- CRIT will debrief after meeting.
- Depending on the level of crisis, length of school closing and how to manage return of staff and students will be determined. 2nd & 3rd day intervention will be determined.
- Superintendent or principal designates staff personnel to attend wake/funeral or to visit hospital (consistent with level of crisis).

Annual Considerations/ CRIT

The effective management of crisis intervention requires an ongoing training review and revision process. The members of the teams and management may change depending on the specific crisis.

- Crisis Response Intervention Plan will be distributed and reviewed with staff at the beginning of each school year
- Recruitment of faculty and staff volunteers will be conducted for the CRIT each year or as needed
- All schools will conduct a lockdown drill (**CODE 144 - IN**) for staff members during the first month of school
- Coordinate CPR/AED/First Aid training for all staff members
- Conduct staff trainings using NIMS Courses On-Line
- Update emergency call lists, class rosters, check/replace materials for Emergency Go Kits, update CRIT member assignment lists, Buddy Teacher Lists, update Building Crisis Kits
- Complete yearly staff survey to update Staff Skills Inventory List
- Hold monthly meetings to discuss/update plan

BUDDY TEACHER LIST

TEACHER	BUDDIES With...

- Review evacuation routes and procedures

- During an emergency, teachers should conduct a classroom check and buddy teachers should check with each other to determine each other's health status, the need to assist with injuries, the need to stay with injured students, etc. If possible, injured students should not be left alone.
Remember: The teachers' responsibility is to all students, but in situations that threaten the lives of all, teachers should do the greatest good for the greatest number.

- If a class is in music or gym at the onset of an emergency, and the classroom teacher is able, assume responsibility for your class as soon possible. A classroom teacher should wait for an okay from a Crisis Team member before moving children back to the assigned classroom.

Date _____ Time _____ Period _____

Teacher _____ Room _____

Students **NOT** Present:
CODE 144 - IN

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Students who entered after
CODE 144 - IN

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Date _____ Time _____ Period _____

Teacher _____ Room _____

Students **NOT** Present
CODE 144 - IN

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Students who entered after
CODE 144 - IN

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Emergency Student Release Form

Please Print

Student's Name _____ Grade _____

Teacher _____

Release Requested By _____

Proof of I.D. _____

Name on Emergency Card _____

(YES) (NO)

Student's Status

O.K. for Release _____ Transported to Hospital _____
(administered at School) _____ Missing _____

First Aid

Requester Signature _____

Date _____ Time _____

Destination _____

Contact Number(s) _____

SITE STATUS REPORT

PERSON COMPLETING FORM _____

LOCATION _____ DATE _____

TIME _____ PERSON IN CHARGE AT SITE _____

	Absent	Injured	# sent to hospital.	Dead	Missing	Unaccounted for (away from site) at LIST SITE	# released to parents	# being supervised
Students								
Staff								
Others								

Structural Damage (Check damage/problem and indicate location)

Check off	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/Cooling	
	Other (list):	

NOTES:

Principal's Crisis Checklist

Mark if done and initial

- _____ When the principal is notified about a crisis, he/she immediately contacts the superintendent
- _____ The principal confers with the designated contact person in the police department with whom facts may be verified
- _____ The principal briefs and disseminates CRIT if needed
- _____ The principal sends personnel as needed to assist in the crisis or emergency
- _____ The principal notifies outside agencies as needed (police, fire, hospitals, other medical personnel)
- _____ The principal determines the need to secure school campus from outside visitors
- _____ The principal directs or collaborates with the assistant principal and the Director of Building and Grounds
- _____ If needed the principal will notify staff by calling an emergency faculty meeting
- _____ The principal remains available to parents

Assistant Principal's Crisis Checklist

Mark if done and initial

_____ The assistant principal collaborates with principal about decisions as needed

_____ The assistant principal determines safe haven areas for large groups and instructs teachers in class movements

_____ The assistant principal determines whereabouts of all adults in the building

_____ The assistant principal coordinates with police to release students to parents

_____ The assistant principal notifies police to establish post at entrances to building

_____ The assistant principal provides direction to outside P.E. classes

_____ The assistant principal arranges for bus transportation

Secretary Checklist

Mark if done and initial

Telephone calls:

A scripted announcement for parents who call into the school's switchboard will be used.

- _____ Complete Emergency Time Situation Response Report
- _____ Media calls should be referred to the superintendent
- _____ If parents call to question or suggest school action, take name and number and offer to call back
- _____ If parents call for information, respond with facts
- _____ If parents call concerning the whereabouts of their child, or concern for their child's safety, encourage parents to remain at home. Assure them that the school has the same concern for all children, and is taking steps to protect them.
- _____ Document all phone calls and contacts with parents
- _____ Secretaries will make all necessary phone calls in contacting parents to pick up their child in case of emergency school closing

Maintenance Crisis Checklist

Mark if done and initial

- _____ Designates the ground access perimeters for news media around the site. This includes designating parking areas for news media people to avoid blocking emergency vehicles from arriving and leaving the scene
- _____ Activates pre-planned building security measures as needed (e.g. locking outside security doors)
- _____ Arranges for physical blocking of parking lots
- _____ Directs student traffic within building
- _____ Designates Operations and Maintenance Staff to place directions and signs to mark key locations during crisis (e.g., Media, Parents, Outside Crisis Counselors)
- _____ Mark perimeter of building with yellow **Do Not Cross Tape** to prevent intrusions

Crisis/Sweep Team Checklist

Mark if done and initial

- _____ Teams should be based on available manpower; minimum 2 persons. One experienced person on each team if possible
- _____ Team should have orange Crisis Team vests on (located in building kit) and walkie-talkies
- _____ Team should be advised of current situation and any known injuries
- _____ Team should be attentive to any communications coming over the radio
- _____ Team should make a note on search and rescue form of any injured students and indicate room number & seriousness/type of injury
- _____ Team should report back to administrator-in-charge immediately after sweep is completed or should they discover a seriously injured student and/or staff member

Rm# _____

School _____ Grade _____

**Emergency Go Kits
Inventory Checklist**

- 1 Clear Back Pack
- 1 Emergency Safety Vest
- 1 Flashlight
- 1 Safety Whistle
- 1 Clipboard
- 25 Band-aids 1x3
- 5 Band-aids 2x4
- 2 Pairs of Latex Gloves
- 1 roll Latex Tape
- 1 Pair Bandage Scissors
- 1 Splinter Remover
- 4 Antibiotic Ointment
- 4 Alcohol Prep Pads
- 6 4x4 Gauze
- 1 Eye wash
- 30 Pens
- Worksheet Activities/Paper
- Current Class Roster
- Student IDs or Classroom set(s) Labels
- Copy of Code Red Procedures
- Buddy Teacher List

**Emergency CODE 144 - IN
Inventory Checklist**

- 1 Magnetic Clip
- 1 Poly-Envelope (Highland's
- ROCKET FOLDER)**
- 1 Sheet Protector
- 2 Laminated Red Cards w/Rm#
- 2 Laminated Green Cards w/Rm#
- 4 Student Attendance Record Forms
- 1 **CODE 144 - IN** General Procedures Sheet

Principal _____

School _____

**Crisis Response Intervention Team
Building Kit
Inventory Checklist**

- 1 Red Emergency Tote Bin
- 1 Hand-Crank Radio/Flashlight
- 1 Bull Horn
- 1 Flashlight
- 5 Safety Vests w/ Insert Identifying CRIT Member
- Building Floor Plans/Blue Prints
- Placards with Directional Words (Media, Medical Services, Parents, etc.)
- Student Release Forms
- Copy of Crisis Plan
- Bus Roster w/ listed routes
- Master Set of Class Lists
- Staff Directory
- Student Emergency Data Forms