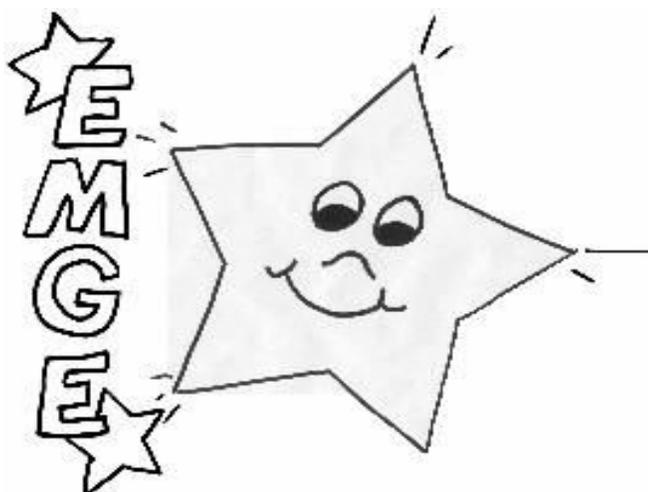


Russell H. Emge Elementary School

Crisis Management PLAN



Revised July 31, 2017

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Rationale

Because school is part of an ever-changing and complex society, it must be prepared to adequately deal with a number of troubling issues. The process of utilizing a crisis plan is a proactive step to handle any unexpected and uncontrollable situation. A flexible and previously developed plan provides forethought that may be lost in the midst of a true crisis situation. It is the school's responsibility to have in place a cohesive plan of action to sufficiently provide support for all members of the school community.

Crisis Resource List

Emge Crisis Intervention Response Team

- **Principal** – Mrs. Sheila Fraley 379-0927 (home) (636)474-9549 (cell)
- **Administrative Intern** –Mr. Tom Hale (314)303-1687 (cell)
- **Secretary** - Mrs. Karen Stock 978-4314 (home) (314) 374-3867 (cell)
- **Counselor** – Mrs. Amber Bill (636)443-9542 (home and cell)
- **Nurse** – Mrs. Sheila Hoffman, R.N. (314) 614-9813 (home and cell)
- **Custodian** – Mr. Tony Grossman 441-8873 (home) (636) 399-3527 (cell)
- Mr. Danny Bryant (636) 293-4295

District Administrative Offices

272-6620

Dr. Bernard J. DuBray, Superintendent

O'Fallon Police Department

Emergency – 911

Non-Emergency – 240-3200

O'Fallon Fire Department

Emergency – 911

Non-Emergency – 272-3493

Family Court Services

St. Charles County – 949-3040

Child Abuse Hot Line

1-800-392-3738

Emergency Supplies

<u>ITEM</u>	<u>LOCATION</u>
Cellular Phone	Mrs. Sheila Fraley Office
Emergency Weather Radio	Mrs. Sheila Fraley Office
First Aid Supplies	Clinic, Front Storage Area, Book Room, Backpack in Each Classroom, Mr. Hale's Office
Flashlights	All classrooms, offices, and kitchen
Granola Bars / Peanut Free Snacks	Kitchen
Blankets	Clinic, Front Storage Area, Book Room, Backpack in Each Classroom
Two-Way Radios	Mrs. Fraley, Mr. Hale, Mrs. Stock, Mrs. Bill, Nurse Hoffman, Custodians
Water	Custodial Closet
Main Gas Shut Off	Outside Kitchen Door
Main Water Shut Off	Table Storage
Electrical Shut Off	Outside Kitchen Door
Red and Green Emergency Cards	Every Classroom

SCHOOL SAFETY AT EMGE ELEMENTARY

This memo will explain what to do if a person is spotted in the building *without* a visitor badge or district employee badge and outline the procedures for a *Lock-Down* in the event of a dangerous situation.

STRANGERS IN THE BUILDING

If *ANYONE* is spotted in the building and does not have visitor badge or district identification, please confront the person (in a courteous manner) and re-direct them to the office. If at all possible, this person should be escorted to the office to ensure they get there successfully. If you are with students and cannot escort the person, direct them to the office and 'buzz' the office as soon as possible to let the staff know they should expect someone coming in to sign in. I will be also be looking for the person. If you find yourself in a very awkward position with someone who is being difficult in this regard, please try to call the office to ask for immediate assistance. **(I have been informed that at some time this year an officer from the O'Fallon Police Department will enter the school in plain clothes and try to by-pass signing in at the office to see who will stop him/her as he/she walks through the building.)**

LOCK-DOWN PROCEDURES

1. If it is necessary to go into a Lock-Down mode, an announcement will be simply stated over the intercom:
"TEACHERS – LOCK YOUR DOORS. TEACHERS – LOCK YOUR DOORS"
- 2) Once this happens, the classroom door needs to be locked and shut tight. All students should be directed to a location inside the room away from windows and doors. The blinds should be left open and lights left on. Students in gym class need to be directed to the P.E. office in each gym. If possible and safe, add a barricade to the doors.
- 3) If students are in the restrooms or in the hallways, they are to go into the closest possible room immediately, *even if it is not their classroom*. As teachers lock doors, they should look for students in the hallway and bring them into their classroom. Once the doors are locked, DO NOT respond to anyone at the door, even if it is a student.
- 4) If there are students on the playground and an incident occurs, one of two procedures will occur:

If the incident is occurring *inside the building*, students will be directed to move to the rendezvous point. This is located at the first court off of McQuade Drive in Avondale Heights.

If the incident is occurring *outside*, students will be directed into the building into the closest classrooms possible.
- 5) The police will be called immediately to respond to the situation.
- 6) Once the situation is deemed safe, an "All Clear" announcement will be made over the intercom. Do not use the Red and Green Emergency cards until the crisis is over and the "All Clear" has been given by the police.
- 7) If time permits, the office will communicate with parents informing them of the situation.

NATURAL DISASTERS

Earthquake, tornado, and fire drills will be conducted on a regular basis at Emge. Students and teachers should treat drills as though they were an actual emergency, understanding that drills represent procedures that could mean life or death. The following instructions will help ensure the safety of everyone in the building in the event of an actual emergency.

EARTHQUAKE PROCEDURES

Earthquake drills will be announced by intercom. (The real thing would be announced by much shaking and things falling.) The following procedures should be followed:

- 1)** Immediately, students should sit underneath their desk so as to utilize it as a barrier to falling debris.
- 2)** When the intercom announces that the drill is complete, students should return to their seat and instruction.
- 3)** If a *real earthquake* should occur, teachers should survey their room for children in need of medical attention. If there are some, the red emergency card should be placed by the classroom door.
- 4)** Debris and obstructions may make leaving the building difficult. Seek the shortest and safest route OUT of the building and get students out as soon as possible.
- 5)** One teacher from each grade level should remain inside if there are one or more students injured. Their purpose is to give comfort and aid as is possible.

TORNADO DRILL PROCEDURES

- When the tornado sirens are going off, students and staff go to designated location (whether or not an announcement is made).
- Students should face an interior wall, with knees and elbows on the ground, and hands over the back of their head. Students should not be talking.
- Fire doors should be closed
- During a 'real' tornado warning, all classroom teachers should go to their students' location (if they are at P.E./Music/Art/Library)
- Classroom teachers should have an "emergency" box of books, etc... that they can quickly access to keep students attentive
- Students will not be dismissed from school while the area is under a tornado warning. If it is the end of the school day, students will be held at school and buses will not be allowed to transport students until the tornado warning has been lifted. If parents arrive at school during a warning, they will be asked to wait with us.
- Parents will be notified via the automatic notification system of any changes in transportation, as well as school delays, associated with shelter-in-place during a tornado warning.

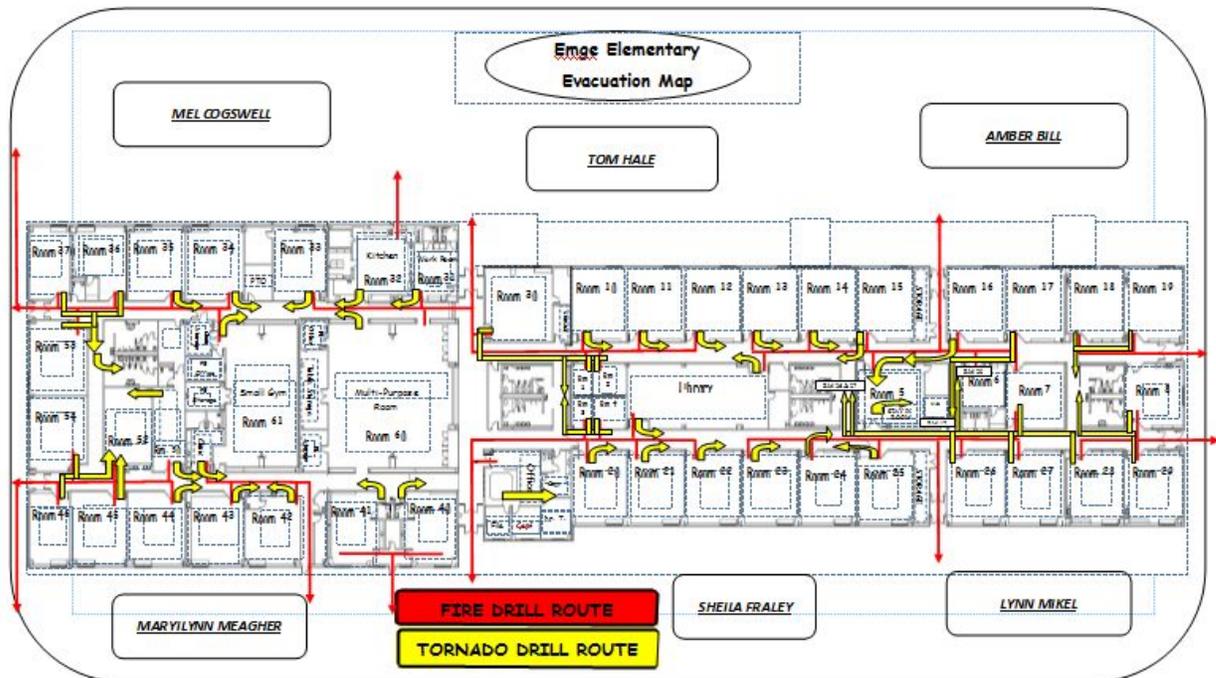
FIRE DRILL PROCEDURES

SIGNAL: Fire Alarm

PROCEDURES:

1. Close all doors and windows.
2. Teachers take emergency folder for attendance purposes and the emergency backpack.
3. All occupants leave the building in single file, quiet lines.
4. Remain as a classroom group outdoors.
5. Students in special classes should evacuate with their specialty teachers and these teachers will communicate which students they have to the principal. Send a runner to the principal, counselor, or secretary indicating that all students are present or that a specific student(s) is/are missing.
6. The principals will communicate with each other to determine where each student is.
7. Once everyone is accounted for, the principal will indicate that it is safe to re-enter the building.

* Building evacuation maps and emergency procedures should be located near the door of each classroom.



Psychological Crisis / Death

Dealing with the death or terminal illness of a student or teacher is probably one of the most traumatic events that can happen at a school. The following steps should be taken to deal with the situation most appropriately.

1. Notification to the school principal.
2. Notification to the Superintendent of Schools.
3. The Crisis Management Checklist will be used to determine the appropriate steps to be taken.
4. Crisis and School Counselors should be prepared to meet with students and school personnel.
5. Principal writes a prepared statement to be distributed to media (if necessary).
(This should be concise, sensitive, and yet specific with the known facts to dispel rumors – NO NAMES).
6. Principal shares facts at special staff meeting – distributes written statement.
7. Encourage staff to model desirable behavior to students.

Strangers / Custody

1. VISITOR BADGE – our children's safety is such an important part of school, but one we often take for granted. When children enter our school, we want them to feel safe and secure. It is important that our parents feel good about the safety of their children as they send them to school each day. When parents come in, they must sign in and obtain a Visitor's Badge. The badge must be visible so that students and staff will see it.
2. The police will be called if any person refuses to leave the building if asked to do so.
3. The Superintendent will also be notified of someone refusing to leave the school.
4. NO CHILD WILL BE DISMISSED TO AN INDIVIDUAL WITHOUT THE CONSENT OF THE CUSTODIAL PARENT.
5. All students are dismissed through the office, NOT THE CHILD'S CLASSROOM, PLAYGROUND, OR CAFETERIA DURING LUNCH TIME. There is a list in the office listing custody concerns. If a name is on the list, the staff will refer the situation to the principal. Adults picking up children will be asked to display a valid form of ID.
6. All outside doors except the front doors and those leading out to the playground will be locked.

Medical Emergency

- **Level One – Minor Injury or Illness**

1. The student should be assisted to the clinic for evaluation of first aid.
2. Parents may be contacted if the clinic personnel determine it is necessary.
3. An injury report should be filled out if deemed necessary by nurse and/or principal.

- **Level Two – Serious Injury or Illness, but not life threatening (broken limb, seizure, etc.)**

1. Notify school nurse and principal immediately.
2. Do not move victim unless they are in immediate danger.
3. Nurse or administrator in charge should determine if 911 should be called.
4. Parent should be notified as soon as possible.
5. Injury report must be filled out.
6. Call superintendent as soon as possible.

- **Level Three – Life and Death Situation (stoppage of breathing, hemorrhage, chest pains, penetrating wounds, head, neck, or back injuries)**

1. Notify school nurse and building administrator immediately.
2. Call 911.
3. Do not move victim unless they are in immediate danger.
4. Nurse or principal is in charge until emergency personnel arrive on the scene.
5. Parent should be called as soon as practical.
6. An injury report must be filled out.
7. Call superintendent as soon as practical.

Weapons

- **Level One – Suspicion of a concealed weapon**

1. Notify a principal by sealed note immediately.
2. The principal will call 911 and give the location of the situation.
3. The principal will notify the referring staff member the message has been received.
4. The principal will evacuate the area surrounding the crisis as soon as practical.
5. The principal will notify the superintendent as soon as practical.
6. The parents of any student who bring weapons on school property will be notified after the police have arrived.

- **Level Two – Display of dangerous weapon**

1. Staff members should notify the office ASAP of a weapon situation – the office will immediately commence a ***Lockdown***.
2. Office personnel will call 911 immediately and then notify the principal – constant contact with the 911 dispatcher should be maintained until the police arrive on the scene.
3. The principal will evacuate all students and staff from the area surrounding the crisis.
4. The principal will notify the superintendent as soon as practical.
5. The parents of any student who bring weapons on school property will be notified after the police have arrived.

Structural Collapse

In the event of a structural collapse, evacuation procedures should mimic earthquake procedures. Students should not be dismissed immediately – they should get under their desk. The custodian should turn off all utilities. Teachers should use their emergency cards to inform personnel of injuries, if any, in the classroom. It is important to ascertain dangerous areas prior to evacuating the building. Students should then exit via the safest route. The principal should notify the superintendent as soon as possible, perhaps through use of the cellular phone. If applicable, 911 should be called, identifying specific hazards and specific injuries.

Bomb Threats

The following procedure will be followed in case of a bomb threat at Emge Elementary School. The principal should carry out the procedure:

1. Call the police and superintendent's office – provide as much information as possible about the call and caller.
2. If necessary, evacuate the building via a fire drill. Everyone is to remain outside until the building is declared safe to re-enter.
3. If it is determined that evacuation is not necessary, a building search will be conducted. If upon searching the classrooms, any suspicious item is discovered, do not attempt to remove it. Notify the office immediately and have the building evacuated by the fire drill.
4. Police and superintendent should be informed at all times.
5. See Appendix A for "Bomb Threat Checklist"

Gas Leaks / Electrical Hazards

If a gas leak has been detected or there is an obvious electrical hazard (broken power lines,) the custodians should immediately turn off the respective utility in the mechanical room. The corresponding utility company should be notified as well as the superintendent and director of maintenance. Students and teachers should be directed to remain far away from the hazard; the principal and custodian will barricade the area with bright orange cones or tape. Classroom teachers should collect their students and keep them in their room, if it is safe. The principal will determine if early dismissal is in order – if so, office personnel will begin the process of initiating the classroom call chains.

CHILD LEAVING THE BUILDING (BLUE TEAM)

In the unlikely event a child chooses to leave the classroom, we will promptly initiate the following procedures:

INSIDE THE BUILDING SEARCH:

- Once the teacher realizes a child has left the classroom, he/she will notify the office. Someone from the office will then announce over the intercom, "Blue Team Members report to your stations."
- Blue Team members should immediately go to their assigned area in the building and begin looking for the child [see map]. The name of the child will be communicated via the walkie talkie.
- Teachers whose classrooms are near doors will go in the hallway to stop the child from leaving the building. Once the child is located, the teacher will meet with the staff member and child. (Valine, Binsbacher, Kapler, Jones, Muhr, Bingham, Probst, Schaller)

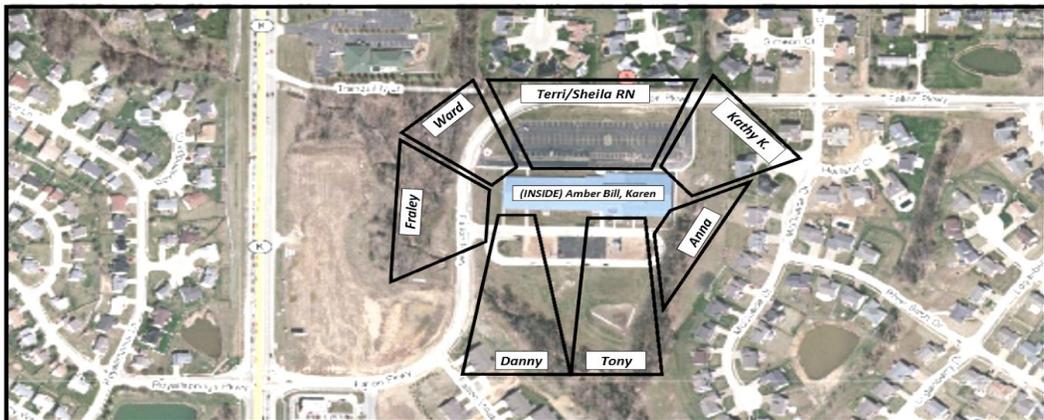
OUTSIDE THE BUILDING SEARCH:

- If it is believed the child has left the building, Blue Team members will initiate an outside search using the designated areas outlined on the attached map.
- Simultaneously, Mrs. Fraley will be calling 911. Mrs. Stock will be calling DAO to let them know of the situation.
- Everyone else will communicate via their walkie-talkie.
- As soon as the child is located, the teacher will meet the staff member and child to come back into the building.

In both scenarios, parents will be notified in a timely manner. The team will also meet to determine whether or not to change procedures in the future.

Blue Team Outside "Territories"

- When we have to search outside for a student, Mrs. Fraley will call 911 immediately.
- Team members should look in their designated area and report their progress via the walkie-talkie
- Amber Bill and Karen Stock will continue to operate inside the building (looking for the child, working with police officials, making phone calls to DAO, etc., communicating with Blue Team operations)



BOMB THREAT CHECKLIST

1. Principal will call police and superintendent. Give as much information as possible about the call. See Questions to Ask by all telephones.
2. If necessary to evacuate, a fire drill will be conducted until building is declared safe.
3. If not evacuating, the principal will say on the P.A.: "A messenger is coming to your door, please report back to the office. Verbal or written directions will arrive.
4. If any suspicious item is discovered, do not attempt to remove. Notify the office immediately for evacuation.
5. Keep police and superintendent informed at all times.

BOMB THREAT QUESTIONS TO ASK

- | | |
|-----------------------------------|----------------------------|
| 1. When is bomb going to explode? | 6. Did YOU place the bomb? |
| 2. Where is it right now? | 7. Why? |
| 3. What does it look like? | 8. What is your address? |
| 4. What kind of bomb is it? | 9. What is your name? |
| 5. What will cause it to explode? | |

POST-THREAT QUESTIONNAIRE

Time: _____ TO: _____ DATE: _____ AGE: _____ RACE: _____

SEX OF CALLER: _____ NUMER AT WHICH CALL WAS RECEIVED: _____

CALLERS: ___ Calm ___ Angry ___ Excited ___ Slow ___ Rapid ___ Soft ___ Loud
 VOICE: ___ Deep breathing ___ Slurred ___ Laughter ___ Crying ___ Normal
 ___ Distinct ___ Deep ___ Raspy ___ Lisp ___ Nasal ___ Stutter
 ___ Ragged ___ Clearing Throat ___ Cracking Voice ___ Disguised
 ___ Accent ___ Whispered
 ___ If familiar, who did it sound like: _____

BACK-GROUND ___ Street Noises ___ Music ___ Voices ___ Clear ___ Motor
 SOUNDS ___ Factory Noises ___ Long Distance ___ Local ___ Booth ___ Coins
 ___ Animal Noises ___ PA System ___ TV ___ House Noises

LANGUAGE: ___ Well Spoken ___ Foul ___ Irrational ___ Incoherent ___ Taped
 ___ Message Read by Threat Maker

REMARKS: On Back Signature: _____

**FIRE, EARTHQUAKE, TORNADO AND INTRUDER
DRILL SCHEDULE**

SCHOOL: EMGE ELEMENTARY

DATE: July 30, 2017

Projected Fire Drill Dates (We are required by the Fire Department to have 9 drills each year.)

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Thursday, September 7 2. Monday, October 23 3. Tuesday, November 14 4. Tuesday, December 12 5. Wednesday, January 10 | <ol style="list-style-type: none"> 6. Wednesday February 7 7. Friday, March 2 8. Tuesday, April 10 9. Wednesday, May 8 |
|---|--|

Projected Tornado Drill Dates (Statewide Tornado Drill Date – this is always the 2nd Tuesday in March and the back-up date is always the Thursday of the same week. This week will FZ's 2018 spring break)

1. Wednesday, September 13, 2017
2. Tuesday, March 6, 2018

Intruder Drill Dates

1. Thursday, September 21
2. Friday, December 8
3. Tuesday, February 20
4. Thursday, April 19

Earthquake Drill Dates

1. Thursday, October 20
2. Thursday, March 22

