



All Saints Catholic School

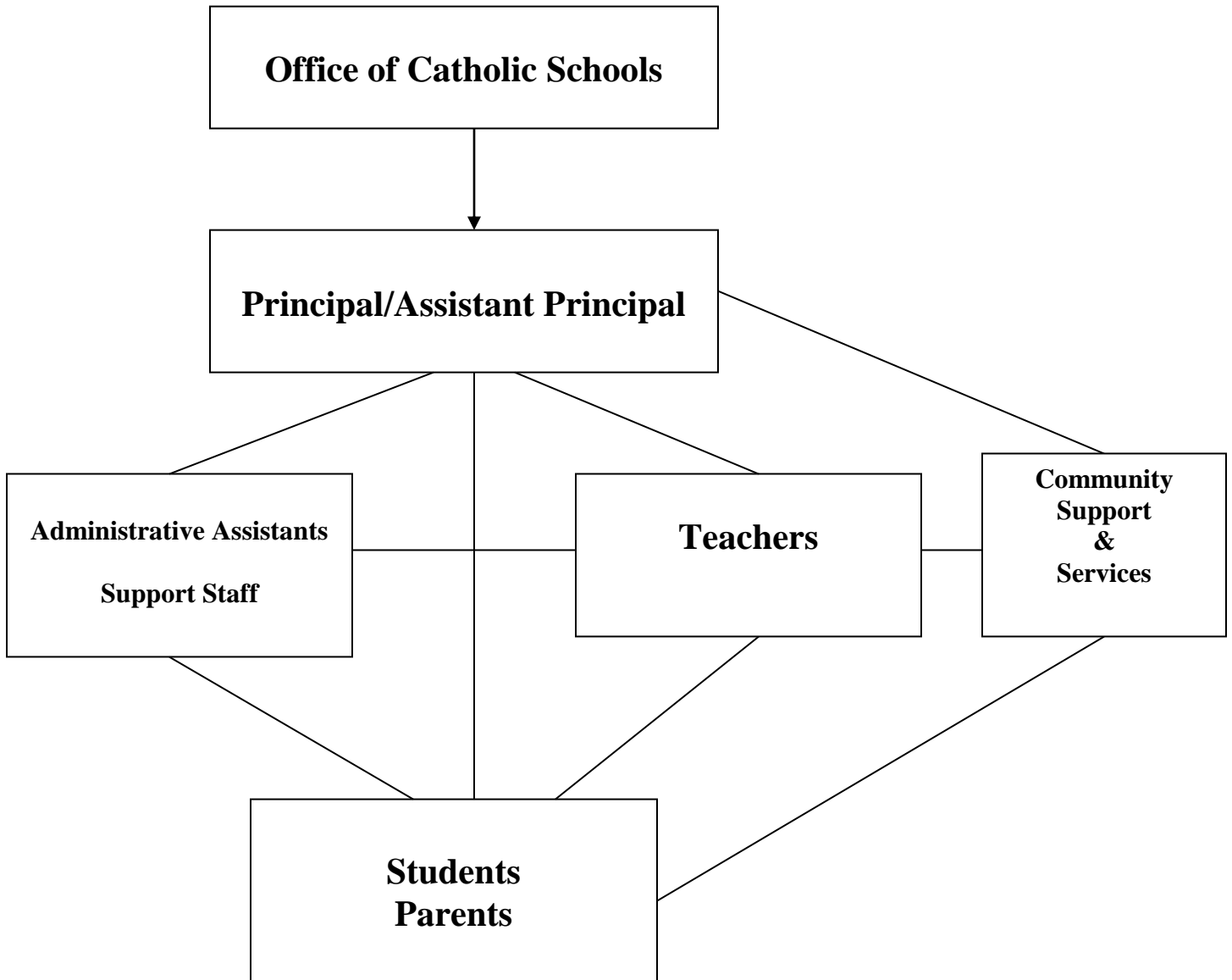
Crisis Management Plan

All Saints Catholic School

Crisis Management Plan (CMP)

Emergency Preparedness Plan

Crisis Management Team Organizational Chart



Crisis Management Team Member Roles

Office of Catholic Schools - Superintendent

The Superintendent of Catholic Schools is the final authority in all matters of crisis concerning Catholic schools. The Superintendent will coordinate with school administration to implement crisis plan.

Principal/Assistant Principal

The Principal and/or the Assistant Principal will determine if the situation warrants implementation of the crisis management plan, initiate contact with key personnel, implement plan, and serve as spokesperson for the school.

Specifically the Principal will:

1. Act as the School Emergency Management Spokesperson.
2. Implement the policies and decisions of the Office of Catholic School and the Department of Social Services.
3. Organize the school's emergency preparedness program and identify personnel, equipment, and facility needs.
4. Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
5. Conduct drills and initiate plan revisions as needed.
6. Encourage incorporation of emergency preparedness material into the regular curriculum.
7. Provide copy of the Crisis Management Plan to the Office of Catholic Schools.
8. Monitor developing situations such as weather conditions or incidents in the community, which might impact the school.
9. Assign school emergency responsibilities to staff as required.
10. Coordinate use of building as a public shelter for major emergencies occurring in the city or county.

Teachers and Support Staff

Teachers and support staff are to follow the directives of the Crisis Management Plan, listen and hear student's concerns, do not be judgmental or moralizing, and keep the school day as near to normal as possible.

1. Additionally teachers will:
2. Prepare and replenish classroom emergency kits.
3. Participate in trainings, drills, and exercises.
4. Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
5. Maintain order while in student assembly area.
6. Verify the location and status of every student.

7. Remain with assigned students throughout the duration of the emergency, unless otherwise instructed or the student has been released to parent or guardian or designee.

Students

Follow instructions of principal, assistant principal and teachers and cooperate on all matters of concern in the crisis.

Parents

Parents are asked to listen to local media for instructions and updates on information. Please do not tie up the phone lines.

Community Support and Services

Community support and services include those agencies which might assist in the crisis situation, such as, counselors, pastors, police, fire department, emergency medical units, etc. Parents are asked to accept any community services when needed.

Emergency Preparedness Procedures

Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the emergency operations program are:

- 1) Providing emergency equipment and facilities.
- 2) Maintaining this plan, its additions, and appendices.
- 3) Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this facility during emergencies in training opportunities.
- 4) Conducting periodic drills and exercises to test emergency plans and training.
- 5) Completing a review or summary after drills, exercises, and actual emergencies, to assist in revision of plan.
- 6) Revising plan as needed or necessary.

Crisis Management Plan

All Saints Catholic School’s Crisis Management Plan will address the following areas of concern:

	Page
A. Accidents at School – Major	7
B. Accidents at School – Minor	7
C. Allergic Reactions	7
D. Angry Parent	8
E. Communication	
F. Critical Incidents/Emergency Management/Threats ...	8
G. Death/Suicides	8 & 9
H. Drugs	9
I. Emergency Transport Procedures	
J. Fighting	10
K. Fire	10
L. Gas Leak	11
M. Lost/Runaway Child/Child Napping	12
N. Power Failure/Line Down	13
O. Stranger in the Building/Intruder/Loitering/Trespasser..	13
P. Student(s) Left at School	14
Q. Vandalism	14
R. Shelter-in-place Procedures	14
S. Severe Weather - Tornado, Snow	15
T. Weapons	15 & 16

Appendix

Bomb Threat Report Form18

Emergency Telephone Numbers 19

ASCS Telephone Chain Call List

A. Accidents at School – Major

For major accidents or injuries, administrative team or designee will call 911, give the school's name, location, and reason for calling, identify self, request police assistance or medical assistance, and contact parent or guardian, contact the Office of Catholic Schools in the case of a major injury, get statements from witnesses as soon as possible, and record major accident or injury. Complete accident and injury report form.

Accident/Injury Form - Appendix

B. Accidents at School – Minor

... On the playground... In the building or classroom ... In physical education ...

For minor accidents or injuries, take the student to the school nurse for assistance. Follow first aid procedures as indicated by the nature of accident or injury. Contact parent or guardian, if injury warrants or is questionable. Complete accident and illness report logs and forms.

Accident/Injury Form - Appendix

C. Allergic Reactions

An allergic reaction is defined as a reaction caused by contact, inhalation, or ingestion of a substance causing a threat to an individual's life.

Possible symptoms: General feeling of impending doom or fright, weakness, sweating, sneezing, shortness of breath, nasal itching, hives, vomiting, cough, restlessness, shock, hoarseness, swollen tongue, severe localized swelling.

1. Assess situation, remain calm, and make student/employee comfortable.
Only move for safety reasons.
2. Send for immediate help and medication kit (in cases of known allergies).
3. Follow medical protocol for student, if on file.
4. Observe for respiratory difficulty and, if needed, call 911.
5. Notify parent or guardian.
6. Administer medication, by order of a doctor, if appropriate. Apply ice pack, keep warm.
7. Record on an attached label, time and site of insect sting and name of medicine, dosage and time, if appropriate.

Preventative Actions:

- Encourage parents and guardians to list health situations on Health Form for their child.
- Encourage faculty and staff having health situations affecting them to alert administrative team of any difficulties and possible remedial actions.

D. Angry Parent

1. Be courteous and confident
2. Remain calm
3. Do not touch
4. Keep at a reasonable distance
5. Listen
6. Allow the opportunity to vent
7. Meet in a neutral, protected location
8. Leave door open or have another staff member join you
9. Avoid blame – focus on what can be done

Ask:

- “How can I help you get the services you/your child needs?”
- “How can we work together?”
- “What kinds of support can we put in place to help your child succeed?”

E. Critical Incident/Emergency Management

Teachers are to do the following:

1. Lock your door.
2. Tell the students that we have an emergency and you don’t know what it is.
3. Get the students to go to an area of the room that is away from the door and away from the windows.
4. Have students stay there until an announcement is made. The administrative team will come to your room and update you.

Communications among administrators and staff will be by cell phones to assess the situation and plan next course of action. The Principal and Assistant Principal will have everyone’s cell number. The faculty and staff will have the Principal and Assistant Principal’s cell phone number.

Bomb Threat Report Form – Appendix
Cellular Phone List - Appendix

F. Death (Suicide)

Death of a Student or Staff Member

- Notify Principal/Assistant Principal as soon as possible
- Notify Superintendent's Office
- Prepare a fact sheet giving accurate, up-to-date information.
- Hold a faculty meeting as soon as possible. Review the procedures for the day, availability of support services, and referral process for at-risk students.
- Contact family of the deceased. Preferably, the principal or assistant principal should call or visit the family at their home and offer assistance.

Suicide

The school's general response to a suicide does not differ markedly from a response to any sudden death crisis. However, some issues exclusive to suicide require specific attention.

School administrators must allow students to grieve the loss of a peer without glorifying the method of death. Overemphasis of a suicide may be interpreted by vulnerable students as a glamorization of the suicidal act, which can assign legendary or idolized status to taking one's own life.

"DOs" and "DON'Ts"

- Do acknowledge the suicide as a tragic loss of life.
- Do allow students to attend funeral services.
- Do provide support for students profoundly affected by the death.
- Do not organize school assemblies to honor deceased student.
- Do not dedicate the yearbook or yearbook pages, athletic events, or advertisements to the deceased individual.
- Do not pay tribute to a suicidal act by planting trees, hanging engraved plaques, or holding other memorial activities.

A suicide in the school community can heightened the likelihood, in the subsequent weeks, of "copycat" suicide attempts and threats among those especially vulnerable to the effects of a suicide. To prevent further tragedies, students considered to be especially susceptible to depression/suicide must be carefully monitored and appropriate action taken if they are identified as high risk. These efforts require a limited, rather than school wide, response.

G. Drugs

The possession or under the influence of alcohol/drugs on the school grounds, in the school building, or at school sponsored events is prohibited.

If there is reason to believe a student is in possession of alcohol/drugs/cigarettes, the following procedures should be followed:

1. The student should be escorted to the office.
2. Two adults should be present (one should be an administrator).
3. The student should be informed of suspicions and asked to deliver the substance.
4. If the student refuses, it may be necessary to search book bag, desk, or ask the student to show the contents of pockets, bags, purse, etc.
5. If a controlled substance is found, call proper authorities.
6. Contact the student's parent/guardian or nearest relative.
7. Contact the Office of Catholic Schools.
8. Discipline should be administered according to the Parent/Student handbook.

If there is reason to believe a student is under the influence of alcohol/drugs, the following procedures should be followed:

1. The student should be escorted to the office.
2. The police are called only if the student is violent or is in danger to self or others.
3. Contact the student's parent/guardian or nearest relative.
4. Contact the Office of Catholic Schools.
5. The student should be monitored until the parent arrives to pick him/her up.
6. Discipline should be administered according to the Parent/Student Handbook.
7. Suggest parents and students seek medical treatment as a follow-up precaution.

H. Emergency Transport Procedures

All Saints Catholic School will provide first aid and take appropriate measures including the emergency medical services (EMS) system. The After School Program will arrange for emergency transportation to the nearest emergency medical facility, if necessary. At no time will a staff member drive with my child unless accompanied by another adult. An ambulance or other such vehicle when necessary will transport my child.

The parents/guardians will be notified by the After School Program staff as soon as possible, using all available numbers provided by the parent including emergency contact information.

I. Fighting

Violence between two or more students (physical fighting)

- **Goals:** safety, effective communication, mobilization, containment, assessment and follow-up
- **Prevention:** Be alert to patterns of stress and agitations in students. Be familiar with information provided regarding managing a potentially dangerous person. Know procedures in the CMP.
- **Intervention:** Intervening and managing physical altercations and/or fights require making a judgment call. There may be several goals at one time and individual circumstances will determine the priorities of your interventions.
- Interventions may include:
 - Disperse the crowd and ensure the safety of the students.
 - Call for help (intercom or cell phone) and assistance in managing the incident.
 - Focus on diffusing the fight.
 - Attend to medical needs.
 - Be knowledgeable about intervening with individuals who are dangerous.

Postvention: Assess the response and provide follow-up of situation.

J. Fire

In the event a fire is detected within the school building, proceed according to the following plan:

1. Sound the Fire Alarm by pulling the alarm system located in the halls or in specific areas.
2. Call 911.
3. Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire.
4. Evacuate the building immediately to at least 300 feet from the surface and out of the fire department's operational area.
5. Make special provisions for handicapped students.
6. Initiate roll. Each teacher should leave the room with the roll book to check student names. In order to avoid confusion, all student absences should be recorded.
7. Render first aid as necessary.

8. Notify utility companies of a break or suspected break in lines which might present an additional hazard.
9. Have fire department officials declare the area safe before allowing students/staff to return to school.
10. If the school needs to be closed and students transported to another location or home, contact the local radio and television stations with closing information and/or call parents.
11. The custodial staff, administrators, and other appropriate personnel should be trained to use fire extinguishers to fight small fires. However, they should not endanger their lives in doing so.

Notes: If necessary, students can be walked to St. Paul's Catholic School as a safe location for parental pick-up.

Checklist

- _____ Sound alarm; evacuate building.
- _____ Call 911.
- _____ Determine if there are any serious injuries.
- _____ Call Office of Catholic Schools.
- _____ Arrange transportation for dismissal. (Call Radio, TV Stations, Parents)
- _____ Determine building status for return to classes.
- _____ Follow-up activities
- _____ Call emergency staff meeting.

K. Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside the building. Natural gas is mixed with Mercaptan to give it odor. The gas goes up and the odor goes down.

If a leak is in or near the building:

1. Evacuate the building immediately, following the building fire drill evacuation plan. Get students a safe distance from the building.
2. Turn off the main gas valve outside of the kitchen door.
3. Call 911.
4. Phone Department of Public Utilities, City of Richmond
5. If time permits, phone the Office of Catholic Schools to alert of current situation.
6. Keep students at a safe distance until the problem has been corrected.

L. Lost/Runaway Child/Child napping

1. Immediately after it has been determined that a child has been lost/taken, contact the Police.
2. Call the Office of Catholic Schools to report the incident.
3. Contact the parents of the child involved. Establish a communication plan with them, if necessary.
4. Identify individual to work on this crisis. Give precise instructions for telephone communications to administrative assistants. Maintain normal classroom routine.
5. Pull the school picture of the child and obtain a full description of the child (including clothing) to assist the police.
6. Conduct immediate search of school building and grounds.
7. When a child is found, contact the Superintendent's Office, notify teacher and prepare a memo to staff outlining the situation.

The administrative assistants have a list at their desk of students who are not to be released to anyone except a particular parent or guardian. When parent telephones a request that a child be released from school, the identity of the caller should be confirmed (by a separate call to the parent or guardian, if needed) before the child is permitted to leave. In the event of any doubt, the message and phone number should be written down; a return call should be made after crosschecking the phone number with those on file in the child's folder or emergency information sheets.

Checklist

- _____ Telephone police.
- _____ Call Office of Catholic Schools.
- _____ Notify parents of child.
- _____ Identify tasks to work on crisis while rest of school maintains routine.
- _____ Pull out school picture or obtain a full description.
- _____ Search school building and grounds.
- _____ If child napping, try to obtain a description of suspect.
- _____ Inform staff and parents of incident and actions taken.
- _____ Arrange for counseling for staff and students, if necessary.

M. Power Failure/Line Down

If there has been a power failure at school, or if lines are reported down in the area of the school:

Power Failure:

- Notify Dominion Virginia Power
- Notify City of Richmond, Dept of Public Utilities

Lines down in area:

- Have an adult in the area of the downed lines to prevent children and other people from going near them.
- Notify Dominion Virginia Power
- Notify City of Richmond, Dept of Public Utilities
- Call Office of Catholic Schools

Note: Use of cellular phones for notification

N. Stranger in the Building/Intruder/Loitering/Trespasser

Checklist

- Determine the whereabouts of the intruder/trespasser.
- Isolate the individual.
- Determine the extent of the crisis.
- Make reasonable notes for potential court case.
- Contact police – 911
- Move other students and staff from area.
- Notify Office of Catholic Schools.
- Instruct person answering the telephone to direct all requests to the Principal.
- Complete and submit police information for charges.
- Inform faculty and staff.
- Schedule follow-up activities for staff and students, including security plan review.

Specifics

1. Determine whereabouts of the intruder. Use school maps to assist police and staff members in locating intruder.
2. Isolate intruder from rest of building and students.
3. Determine the extent of the crisis: Trespass with no safety hazard may be dealt with through informing the intruder of the offense being committed. If trespasser refuses to leave, wait for police to arrest. If the trespasser has previously been warned (placed on notice) trespass charges may be filed without the arrest of the offender. Trespass with threat to others' safety will require assistance from the police. Trespass charges should be filed.
4. Make notes. Recording what has occurred can provide information important to the police and in subsequent court cases.
5. Move other Students/Staff: Staff may be asked to keep their students in certain areas, or to keep them out of certain area. Staff should move students as quietly and quickly as possible when directed to do so.
6. Contact the Police: Trespassing is a misdemeanor or felony, depending upon the location of the intrusion.
7. Notification: The Office of Catholic Schools should be contacted as soon as possible. Keep staff informed of actions. The students will be able to deal with the situation by being informed of the facts, as soon as possible, rather than receiving their "facts" through rumor. The parents of the students in the community will need to learn the real facts, just as their children have learned them, to reduce the rumor factor.
8. Inform faculty and staff. They will need to know, not only what occurred, but also why certain actions were taken.

O. Student(s) Left at School

When students are left at school and/or not picked up from extra-curricular activities, the following procedures are recommended depending on the situation:

- Call the parent or guardian if the student knows the telephone number (home, work, cell).
- Use Student Information Sheets located in main office.
- Use information on After School Program Form located on ASP clipboards.
- Use information on Health Form located in main office.

The child should not be left alone.

Find someone who can help (the Police Department or Social Services).

School personnel are advised not to take students home in personal transportation.

P. Vandalism

1. Report all acts of vandalism to the police.
2. Photograph any willful and malicious destruction of school property (e.g., graffiti, broken windows, etc.)
3. For minor damage, simply note the time, date, and type of damage for your records.
4. Clean up and repair the damage as soon as possible to avoid encouraging future acts of vandalism.
5. Aggressively prosecute all vandals to convey that you will not tolerate this type of offense.
6. Collect restitution by having the offender pay money or provide labor to clean and/or repair the damage he or she has caused.

Q. Weather

Tornado, Inclement Weather, Snow, Flood, Hurricanes

Tornado Warning

The Principal will:

1. Advise teachers and staff of the tornado warning.
2. Advise all teachers to escort classes to their pre-designated area in the front hallway.
3. Notify pre-designated staff to keep a look out in order to “spot” tornado funnels, which can be communicated with the Principal via cell phone.
4. Be prepared to give the “drop and tuck” command via the Public Address (PA) system if danger is imminent. Students may need to “drop and tuck” under desks if they have not yet been moved to areas of shelter in the school.
5. Parents picking up students should be advised of the tornado warning and persuaded to stay with their child.
6. Distribute flashlights as necessary.
7. Shut off main gas supply valve.
8. Be prepared to shut off all other utilities if necessary.
9. Call 911 and give a situation report if building is struck by a tornado. The damaged part of the building should be evacuated and roll taken again. Release students to parents only after a complete roll call has been reported.

The teachers will:

1. Escort students to the pre-designated area in the front hallway.
2. Take a class roster and account for all students.
3. Ensure that students sit quietly against a wall on the floor and that they understand the “drop and tuck” command.
4. Close all fire doors and gates along the corridor to minimize injury from flying debris.

R. Weapons

1. Assess the situation.
2. Notify police. Provide as much information as possible. Be prepared to act as a resource and liaison between school and police.
3. Gather as much detailed information as possible. Try to determine:
 - a. Location, identify and detailed description of individual.
 - b. Location and description of weapon.
 - c. Any pertinent background information on individual, including possible reason for carrying a weapon.
4. Isolate individual or suspect. (Prevent access to weapon.)
5. Confer with police when they arrive. They will advise you how they intend to proceed.
6. If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures.
7. Remain calm. Try not to raise your voice – but, if this becomes necessary, do so decisively and with clarity. Your tone and demeanor will strongly influence the outcome of the crisis.
8. Be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need to know basis.
9. Notify Office of Catholic Schools.
10. Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear.
11. Call emergency staff meeting. It is important that staff members leave with accurate information about the incident and subsequent actions to be taken.

Checklist

- _____ Assess the situation.
- _____ Notify police.
- _____ Gather information.
- _____ Isolate individual or suspect.
- _____ Do not use force or touch the person or weapon.
- _____ Remain calm.
- _____ Tell another administrator of the situation.
- _____ Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear.
- _____ Notify Office of Catholic Schools.
- _____ After immediate situation is resolved, hold emergency staff meeting before staff members leave for the day.

Handling a Weapon-Wielding Student

1. Evacuate the area
2. Evaluate the perpetrator
3. Isolate
4. Negotiate
5. Remain calm
6. Get help
7. Avoid heroics
8. Don't threaten
9. Keep a safe, nonintimidating distance
10. Avoid abrupt sporadic movements
11. Look for a place to dive or jump
12. Report incident to law enforcement

APPENDIX

Bomb Threat Report Form

Make numerous copies and keep them at main telephone for immediate use by administrative assistants.

Questions to Ask

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

Exact wording of threat:

Time: _____ Date _____ Sex of caller: _____ Culture _____ Age: _____

Length of call _____

Number at which call was received: _____

Caller's Voice

____ Calm ____ Angry ____ Excited ____ Slow ____ Rapid ____ Soft
____ Loud ____ Laughter ____ Crying ____ Normal ____ Distinct ____ Slurred
____ Whispered ____ Nasal ____ Stutter ____ Lisp ____ Raspy ____ Deep
____ Ragged ____ Deep ____ Ragged ____ Clearing Throat ____ Accent
____ Cracking Voice ____ Familiar ____ Disguised ____ Deep Breathing

If voice is familiar, whom did it sound like? _____

Background Sounds

____ Street ____ Animal Noises ____ PA System
____ Static ____ Voices ____ Music
____ Motor ____ House Noises ____ Local
____ Office Machinery ____ Booth ____ Long Distance

Threat Language

____ Foul ____ Taped ____ Irrational ____ Incoherent ____ Well Spoken (educated)
____ Message read by threat maker

Emergency Telephone Numbers

Principal Cell Number _____

Assistant Principal Cell Number _____

Office of Catholic Schools _____

Dominion Virginia Power _____

Department of Public Utilities, City of Richmond _____

Poison Control Center _____

Social Services _____

Ambulance, Fire, Police **911**