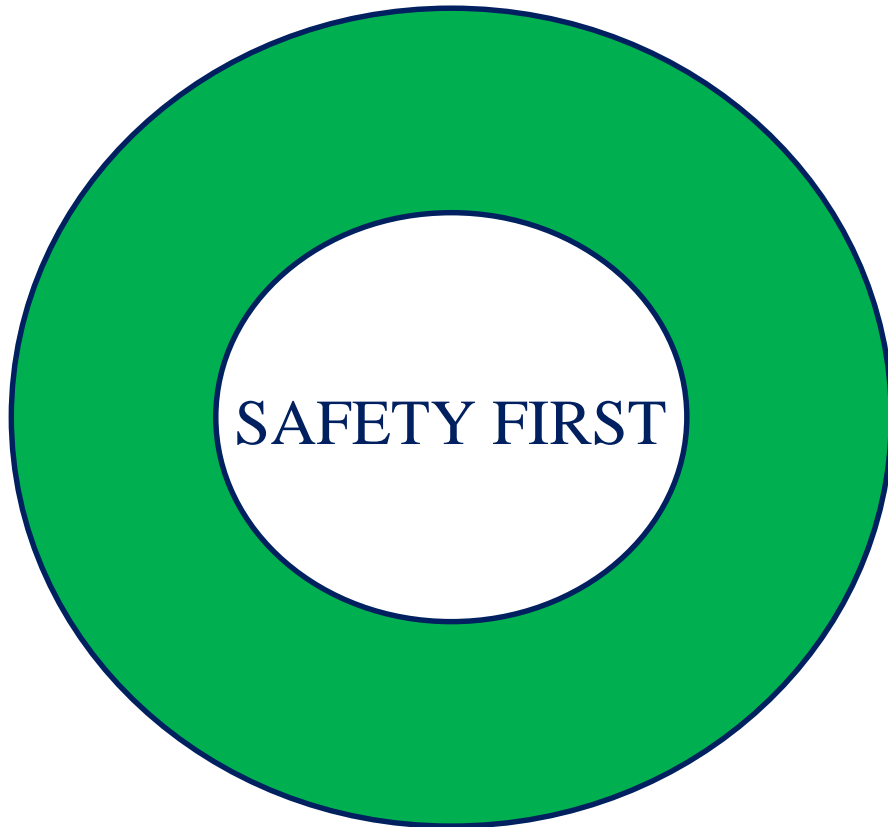




Crisis Management Plan(CMP)

2020-2021

UPDATED: SEPT 2020



How to Use this Manual

This manual is intended as a general guidance tool. It may not always be applicable to your situation and should not replace sound judgement. These procedures are to be reviewed annually with faculty and staff (and as new staff are added) to better assure there is a clear understanding of everyone's responsibilities.

The manual is also reviewed annually by school administration to ensure protocols are current and follow Diocesan and school national safety guidelines.

For any emergency, the safety of the students and employees is always most important.

This manual must be kept in an easily accessible location in each classroom and office in the school building.

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All Saints Catholic School Crisis Management Plan (CMP) Emergency Preparedness Plan

Emergency Telephone Numbers **Emergency – 911**

When you call:

- Identify yourself
- Be prepared to provide street address
3418 Noble Ave
Richmond, VA 23222
(804) 329-7524
- Tell what has occurred
- Be concise and factual
- Relate known or suspected injuries
- Provide description of where emergency vehicles should enter and park

Local Emergency Numbers

Police (non-emergency) (804)646-5100

Poison Control (800) 222-1222

Electric – Dominion Energy 866-366-4357

Natural Gas – Richmond Public Utilities - Call 311 or (804)646-4646

Water - Richmond Public Utilities - Call 311 or (804)646-4646

Emergency Contact List

Ken Soistman, President Cell – (804) 475 - 4697 Home – (804) 779-0306

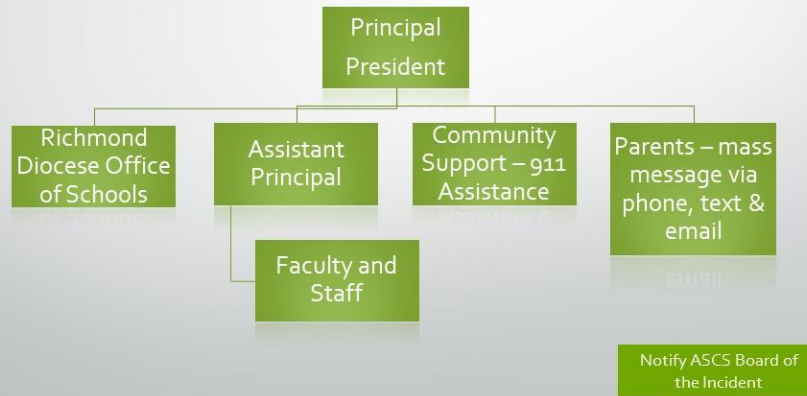
Michael Kelleher, Principal Cell – (804) – 332-7414

**All teachers, administrators and office personnel are
CPR/AED/First Aid trained and certified.**

Emergency Notification – PARENT ALERTS

- As appropriate, during a crisis, a text, email and phone alert (Parent Alert) through FACTS/RenWeb will be sent to all faculty/staff and parents. Any administrator can send the alert.
- In the case that we have lost electricity, a school administrator will send an alert from their cell phone via the RenWeb Alert app. Walkie-talkies will be used for communication within the building.
- All families are asked to update their contact information with the office as soon as a change is needed.

All Saints Catholic School Crisis Management Plan 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 the crisis plan.

Advance Preparations

Principal/President/Nurse will

- Implement policies and decisions of the Office of Catholic Schools and the Department of Social Services
- Share and implement the All Saints Catholic School Crisis Plan with faculty, staff and students. Both a full plan and a flip chart for quick reference will be provided
- Identify personnel, equipment, and facility needs necessary to carry out the plan.
 - a. Provide emergency supplies and materials to stock classroom emergency bags and buckets. Replenish supplies as needed. (list of items on page 8)
 - b. Prepare a school emergency bag for the principal (list of items on page 8)
 - c. Label windows with classroom numbers, door covers and hiding place signs.
- Provide a map of the school for emergency responders.
- Prepare parent communication and media communication letters/templates to be used to communicate emergencies.
- Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- Initiate crisis plan revisions as needed.
- Provide copy of the Crisis Management Plan to the Office of Catholic Schools.
- Monitor developing situations such as weather conditions or incidents in the community, which might impact the school.
- Assign school emergency responsibilities to staff as required.
- Annually confirm the use of an emergency evacuation shelter (St. Paul's Catholic Church).
- Schedule regular fire, shelter in place and evacuation drills to practice safety protocols.
- Regularly test communications and emergency equipment (verify operation, test batteries)

Teachers will

- Update crisis bags with classroom rosters and parent contact information.
- Report supplies for the crisis bag and/or the emergency bucket that need to be replenished to the office.
- Participate in trainings, drills, and exercises.
- Carry the crisis bag whenever the class leaves the classroom

Administrative Assistant will

- Print and have readily accessible a daily student attendance log.
- Maintain daily visitor sign-in sheets.

Nurse will

- Keep an emergency medical bag stocked and easily accessible.
- Encourage parents 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.

In the Event of an Emergency

Principal/President/Nurse will

1. Principal and/or the President 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.

In the event the Principal and/or President are not available, the Nurse and/or Administrative Assistant will perform these duties.

2. Establish an Incident Command Center.

Administrative assistant will

1. Follow the directives of the Crisis Management Plan.
2. Take the student attendance log, visitor sign-in sheets, student sign-out sheets and emergency medical bag.
3. Collect missing student sheets from teachers and compare to attendance log.
4. Take attendance of staff and visitors.

Support Staff will

1. Follow the directives of the Crisis Management Plan.
2. Ensure that students and staff are not in the path of dangerous debris or items.
3. Go ahead of students and teachers to open and secure the evacuation site.
4. Serve as runners for the administration to provide information, confirm safety and assist with the supervision of larger classes.

Teachers will

1. Follow the directives of the Crisis Management Plan.
2. Take the crisis bag.
3. Direct and supervise students en-route to pre-designated safe areas within the school grounds or to the off-campus evacuation site.
4. Maintain order while in student assembly area.
5. Verify the location and status of every student using the classroom roster. Hold up a green card if all present. Hold a red card if a student is missing. Indicate missing students on the roster and be prepared to turn in the roster when asked.
6. Remain with assigned students throughout the duration of the emergency, unless otherwise instructed.
7. Direct parents to the established command center to sign their child(ren) out.
8. Listen and hear students' concerns without being judgmental or moralizing.
9. Keep the school day as near to normal as possible if the school day is continued after the emergency.

Students will

1. Remain quiet and orderly during drills and/or emergency situations.
2. Follow instructions of the principal, nurse, office staff, and teachers and cooperate on all matters of concern in the crisis.
3. Avoid using cell phones until given the all clear by the teacher.

Parents will

1. Listen to local media and/or check email accounts, phone messages and text messages for instructions and updates on information.
2. Refrain from calling the school as this will tie up the phone lines.
3. Wait to pick up their child(ren) once an all clear signal has been given.
4. Sign students out at the command center before leaving the evacuation site.
5. Parents are asked to accept any community services when needed, such as, counselors, pastors, police, fire department, emergency medical units, etc

Police/Fire Department will

1. Provide an “all clear” signal to school administrators once matters are resolved and safe.

Classroom Crisis Bag Contents

1. Class roster
2. Emergency contact list with student names, parent names and contact numbers.
2. Medical alert list for students
3. Crisis Plan flipbook
4. Whistle
5. Bright teacher hat/vest for easy identification
6. Teacher identification badges and bright stickers for student identification
7. First Aid kit
9. Gloves
10. Ink pen or pencil
11. Missing students sheet
12. Map of School
13. Red, Yellow and Green attendance cards

Classroom Crisis Buckets Contents

1. Battery operated flashlight, batteries separate
2. Snacks and water
3. Towelettes, and toilet paper
4. Students activities (cards, board games, coloring book, puzzles, paper)
5. Face masks

Principal Emergency Kit Contents

1. Bag/ID
2. Class rosters with parent contact numbers and email
3. Map of the school with classroom locations and numbers
4. Bull Horn or Megaphone and a whistle
5. Cell Phone
6. Faculty and staff telephone tree with emergency contacts
7. Important numbers: Diocese, emergency medical numbers, crisis counselors
8. Emergency letter templates
9. Flashlight

Important to Know

The location and operation of utility shutoffs will be reviewed with all teachers and administrators at the beginning of the school year.

- Main electrical breaker is located in the Boiler Room near the back door. Breaker will have a red handle.
- Main gas valve is located outside kitchen door. A wrench is located in the kitchen near the outside door. Valve will be marked with red paint.
- Main water valve is located outside the fence in the grassy area between the sidewalk and the street behind the shed at the corner of our property. Between our property and the Lewis Ginter Recreation Center. You have to lift the metal covers in the ground. There is also a cut off valve in the boiler room. Far back corner that is marked. This valve will cut off 90% of the water flow.

Location of AED (Automated Electronic Defibrillator)

The AED is located in the bottom drawer of the silver chest of drawers by the Nurses Station. There is an AED sign above the cart.

Accident, Serious Injury or Illness

A Significant Accident, Serious Injury or Illness is defined as an event requiring significant school resource response or outside resource response (Fire, Ambulance, Police)

Signals: Shelter in place if necessary

Steps of Action

- Contact an administrator or the nurse and stay with the sick/injured person
- Administer First Aid/CPR
- Assess injuries (breathing, pain, open wounds, head or back injury, causes related to incident and medical history)
- Disperse the crowd, if necessary
- Call 911 if necessary and contact parents/guardians.
- Inform staff/students as needed.
- Designate an individual to accompany the victim to the hospital if the parent has not arrived either by riding in the ambulance or following behind. At NO time should a school employee drive the sick/injured person to the hospital.
- Get statements from witnesses.
- Complete an accident/incident form.
- Notify Office of Catholic Schools Richmond Diocese as needed.

Roles

Administrator/Nurse

- Supervise the care of the sick or injured person(s)
- Call 911 if necessary
- Communicate with parent/guardian
- Manage media response

Admin Assistant

- Assist in communication with emergency services
- Pull student health record
- Assist with first aid
- Print student medical info for EMT's

Teachers

- Stay with students

Active Shooter

Signals: Lockdown announcement over PA

Steps of Action

- Call 911
- Provide as much of the following information as possible
 - Number of shooters
 - Location of shooters
 - Physical description of shooters
 - Number of victims and potential victims
 - Types of weapons held by shooters

Run -Hide -Fight

- Evacuate the Area –If you can safely leave the area, do so
 - Have an escape route and plan in mind.
 - Leave your belongings behind.
 - Keep your hands visible.
- Hide - If you are unable to leave the area safely, hide.
 - Hide in an area out of the shooter's view. Give critical priority to areas you can best secure.
 - Block entry to your hiding place.
 - Lock the doors, if possible.
 - Move objects in front of doors, if possible.
 - Silence cell phones.
 - Remain in place until released by law enforcement officer.

- Fight - If unable to leave the area or hide, take action only as a last resort.
 - Attempt to incapacitate the shooter.
 - Act with physical aggression.
 - Look for items to throw at the shooter or to use in an attack.

Roles

Administrators/Nurse

- Call 911
- Gather as much information as possible
- Assist with response

Admin Assistant

- Call 911
- Gather as much information as possible
- Assist with response

Teachers

- Initiate Run-Hide-Fight scenario

Notes

When law enforcement arrives, their first priority will be containing the shooter, not helping victims. Do not stop officers to ask for help or direction when evacuating. Evacuate the premises as quickly as it is safe to do so.

- Remain calm and quiet.
- Follow instructions.
- Keep your hands visible at all times.

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.

Signals: None

Steps of Action

- Assess situation, remain calm, and make student/employee comfortable.
- Only move for safety reasons.
- Contact nurse. There are two Epi-Pens in the 4th drawer of the silver chest of drawers at the Nurses station. One Epi-Pen is for Adults and older children. The other Epi-Pen is for small children. **Please be aware there is a big difference!** These Epi-Pens are only to be used for students/staff who do not have an Epi-pen in their classroom and a Life Threatening Emergency Action Plan on file in the clinic and the classroom
- Administer EPI-Pen as ordered by physician, and Life Threatening Emergency Action Plan
- Observe for respiratory difficulty, call 911, and request **ADVANCED LIFE SUPPORT**
- Notify parent or guardian.
- Record on an attached label, time and site of insect sting and name of medicine, dosage and time, if appropriate.
- Complete an accident/incident form.
- Notify Office of Schools Richmond Diocese as needed.

Roles

Administrator/Nurse

- Supervise the care of the sick or injured person(s)
- Call 911 if necessary
- Communicate with parent/guardian
- If the parent is not present to travel to the hospital with the student, an available staff member should accompany the student to the hospital.

Admin Assistant

- Assist in communication with emergency services
- Pull student health record
- Assist with first aid
- Print student medical info for EMT's

Teachers

- Stay with students

Angry Parent

This is intended as a response to any emotionally charged confrontation

Signals: None

Steps of Action

- Direct students and bystanders away from the angry parent.
- Meet with the parent in an office space away from students.
- Contact an administrator
- Be courteous and confident
- Remain calm, do not touch
- Keep at a reasonable distance
- Listen, allow the opportunity to vent
- Meet in a neutral, protected location
- Leave door open or have another staff member join you
- 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?”
- Call 911 if necessary
- Inform staff as needed.
- Notify Office of Catholic Schools-Richmond Diocese as needed.

Roles

Administrator/Nurse

- Engage parent in discussion
- Call 911 if necessary
- Communicate with parent/guardian

Admin Assistant

- Get someone to assist Administrator
- Call 911 if necessary

Teachers

- Assist Administrator
- Stay with students

Bomb or Bomb Threat

Someone calls or reports a bomb or bomb threat

Signals: Announce on PA to evacuate to safe area immediately

Steps of Action

- Contact an administrator
- If threat is received by phone utilize the Bomb Threat Report Form to get information.
- If received by mail or discovered on the property do not handle or move unnecessarily.
- Notify police by calling 911
- Evacuate the building and move to a safe area at least 1000 feet away
- Do not use cell phones, radios or operate switches or electrical equipment as this may trigger bomb
- Notify Office of Schools Richmond Diocese as needed.

Roles

Administrator/Nurse

- Gather information from staff regarding threat or anything suspicious
- The principal or designee should announce an evacuation and signal teachers to check for suspicious items as they exit.
- Pull fire alarm.

Roles – Administrator continued

- Assign qualified staff to manage evacuation site. This will include taking attendance, maintaining order, administering first aid as needed.
- Verify school evacuation
- Assist with Emergency Response personnel
- Manage media response

Admin Assistant

- Utilize Bomb Threat Report Form for phone threat
- Assist in communication with Emergency Response personnel
- Clarify evacuation vs. fire as needed.

Teachers

- Quickly survey room for suspicious packages/items
- Take Emergency Response Kit
- Evacuate students to designated area, take attendance, maintain order

**Assemble at St. Paul's Catholic Church
909 Rennie Avenue, Richmond, VA**

Bomb Threat Report

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

COVID-19

Possible/Suspected/Confirmed Case

Possible Case: Person has symptoms related to Covid – Loss of taste, smell, cold symptoms, fever.

Suspected Case: Person has symptoms above AND has been in contact with someone who currently/recently has Covid.

Confirmed Case: Person tests positive for Covid.

Possible Case: Person should either not come to school or go home as soon as possible. Person should not return until symptoms subside.

Suspected Case: Person should either not come to school or go home as soon as possible. Person must be tested and have a negative test result before returning to school.

Confirmed Case: Person must be tested for Covid and test negative before returning to school. OR person must not return to school for 10 academic days after the positive test result and must not be showing symptoms.

Steps of Action:

- Nurse will don PPE and evaluate the person.
- Nurse will determine if the person should go home or stay in school.
- Nurse will inform the principal.
- Principal/Admin Assistant will call home for student pick up.
- Nurse will escort and accompany person to the isolation room until pick up.

Roles:

Nurse – See “Steps of Action” above.

Principal

- Make sure parents are informed.
- Notify parents of the policy regarding Covid testing.
- Contact Karen Carle, Richmond City Health District and the Office of Catholic Schools.
- Notify parents and/or school community

Roles (con’t):

Sanitation Specialist

- Ensure that suspected classroom of student or teacher is disinfected.
- Ensure that Isolation Room is properly disinfected.
- Inform principal of probable contact tracing throughout the building.

Admin Assistant

- Keep principal informed of communication between the school and family.

Teachers:

- Notify nurse if symptoms are detected.

Death/Suicide

Death of a Student or Staff Member

- **Signals:** **None**

Steps of Action

- Notify President/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. Inform and check on the well-being of staff. Share next steps (Crisis team, school closing, etc.)
Review the procedures for the day, availability of support services, and referral process for at-risk students.
- Follow-up with the family at their home and offer assistance.

Roles

Administrator

- Execute Steps of Action

Admin Assistant

- Notify Administrator of event

Teachers

- Review Notes regarding Death/Suicide response
- Assist Students as appropriate

Notes on Handling Death/Suicide of Staff/Student

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.

Earthquake, Tornado, Natural Disasters

Earthquake

Signals: Announcement to “Drop, Cover, and Hold”

Steps of Action

- If tremor strikes when you are inside:
 - Stay inside, initiate duck and cover drills and turn away from windows. If unable to get under desk or table, stand or sit against an inside wall away from windows and glass.
 - Check for injured people. Do not move seriously injured people unless they are in immediate danger.
 - If building is seriously damaged, shut off gas and utilities, evacuate building.
 - Open doors carefully; watch for objects that may fall.
 - Do not use matches or lighters. Only use telephone to report emergency.
 - Be prepared for aftershocks.
- If tremor strikes when you are outside:
 - Assess situation before entering school building. Stay outside if possible.

Roles

Administrators

- Assess damage
- Verify students moved to correct areas
- Turn off gas valve located outside kitchen door, wrench is located near the door
- Shut off other utilities as needed
- Assist with Emergency Response personnel
- Manage media response

Admin Assistant

- Call 911
- Assist with Emergency Response communications
- Assist with parents

Teachers

- Initiate duck and cover drill, keep students away from windows, take attendance, maintain order

Notes

1. Teachers and students should drop down on their knees, cover their head and neck using their arms and position themselves away from windows and near a sturdy interior wall.
2. Look around to make sure you are not near bookcases, glass, or objects that may fall.
3. Hold on to a sturdy covering until the shaking stops.
4. Do not run outside. Do not get in a doorway.
5. Once the all clear is given, the teacher will check each student for injuries, take attendance and look around for falling debris.
6. Find a safe path out of the building. Outside, students and teachers should again look around for fallen electrical wires, tree limbs and building debris. Take a safe path away from dangerous objects and line-up quietly away from the building until further instructions are given.
7. The teacher should take the roll again and check on all students.

Tornado

Signals: **None**

Steps of Action

- Advise teachers and staff of the tornado warning.
- Move students to their pre-designated area in the front hallway.
- 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.
- 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.
- Parents picking up students should be advised of the tornado warning and persuaded to stay with their child.
- Distribute flashlights as necessary.
- Shut off main gas supply valve.
- Be prepared to shut off all other utilities if necessary.
- 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.

Roles

Administrators

- Advise teachers and staff of the tornado warning.
- Verify students moved to correct areas
- Turn off gas valve located outside kitchen door, wrench is located near the door
- Shut off other utilities as needed
- Assist with Emergency Response personnel
- Manage media response

Admin Assistant

- Call 911
- Assist with Emergency Response communications
- Assist with parents

Teachers

- Take Emergency Response Kit
- Move students to designated area, take attendance, maintain order
-

Natural Disasters

Definition: Thunderstorms, Floods, Hurricanes, Winter Storms

Signals: **None**

Steps of Action

- Assess regular school scheduling based on impending event. Final decision on school closing will be made by Superintendent after consultation with weather and emergency management personnel.
- School closure will be handled as appropriate for situation.
- Bring students inside and shelter as appropriate for local weather issues

Roles

Administrators

- Work with School Superintendent to determine appropriate response to pending event

Admin Assistant

- Assist with implementing school closure

Teachers

- Assist with implementing school closure
- Shelter and assist students as appropriate

Exposure to Blood/Body Fluids

Signals: **None**

Bloodborne pathogens are transmitted by contact with blood or other potentially infectious fluids (urine, saliva, semen, vaginal secretions, feces Etc.) the following are routes of exposure/transmission: Directly through skin (needlesticks, bites), Mucus membrane contact (eyes, nose, mouth), Contact with bleeding cuts or abrasions. For serious injury call 911

Steps of Action

- Notify school nurse or principal
- Always use Universal Precautions – treat all contact with blood or body fluids as if known to be infectious
- Make use of the Universal Precautions kit located nearest you. PPE stations are located in the hallways on the first and second floors and in the gym. Gloves must always be worn in order to prevent contact with blood or body fluids. Additional personal protective equipment (PPE), such as gowns and face shields to protect eye, nose and mouth may also be needed for profuse bleeding
- If skin or mucous membrane comes in direct contact with blood, wash or flush with water as soon as possible with a 10 percent bleach solution or other antiseptic soap. Always wash hands after removing gloves.
- Immediately remove and bag contaminated clothing in Red contamination bag.

Roles

Administrators/Nurse

- Supervise care of injured person
- Contact parent/guardian
- If needed, complete Employee Exposure Incident Form and arrange medical follow-up

Admin Assistant

- Call 911, if needed
- Assist with Emergency Response communications
- Assist with parents

Custodian/Sanitation Specialist

- Clean any blood splashes/body fluids with a 10 percent bleach solution or other approved germ killing agent.
- Dispose of gloves and other contaminated PPE, clothing or cleaning supplies in red plastic bags imprinted with the Bio Hazard label

Fire

Signals: Sound the Fire Alarm by pulling the alarm system throughout the building and in the office.

Steps of Action

- Call 911.
- Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire.
- Evacuate the building immediately to at least 500 feet from the surface and out of the fire department's operational area.
- Make special provisions for handicapped students.
- 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.
- Render first aid as necessary.
- Notify utility companies of a break or suspected break in lines which might present an additional hazard.
- Have fire department officials declare the area safe before allowing students/staff to return to school.
- 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.
- 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.

Roles

Administrator/Nurse

- Supervise evacuation of school, verify complete evacuation
- Interface with Emergency Response personnel
- Contact local radio/TV regarding school closure
- Interface with Utilities
- Manage media response

Admin Assistant

- Call 911
- Assist in communication with emergency services
- Pull parent contact book and daily attendance report for students and teachers/volunteers

Teachers

- Utilize fire extinguisher if appropriate
- Take Emergency Response Kit
- Evacuate students to designated area, take attendance, maintain order
- Close doors and windows to classroom

Notes

For fire drill go to front school fence.

For actual fire go front school fence, take role, then to St Paul's Catholic School.

Gas Leak

Signals: Use PA to announce "Evacuation due to gas leak"

Steps of Action

- Avoid operating equipment or electronics that could create an ignition source.
- Pull fire alarm and evacuate the building immediately, following the building fire evacuation plan. Evacuate to St Paul's Catholic Church.
- Turn off the main gas valve outside of the kitchen door.
- Call 911.
- Phone Department of Public Utilities, City of Richmond
- Notify Office of Schools Richmond Diocese as needed.

Roles

Administrators/Nurse

- Supervise evacuation of building
- Turn off gas valve located outside kitchen door, wrench is located near the outside door
- Verify school evacuation
- Assist with Emergency Response personnel
- Communicate with parents
- Manage media response

Admin Assistant

- Call 911
- Assist with Emergency Response communications

Teachers

- Take Emergency Response Kit
- Evacuate students to designated area, take attendance, maintain order

Hostage Intruder Situation

Definition: Unauthorized entry to school building or grounds, threatening behavior, taking of hostage

Signals: PA announcement “lockdown with intruder.” Be direct. DO NOT USE CODES. This announcement should be repeated several times.

Steps of Action

- Determine whereabouts of the intruder. Use school maps to assist police and staff members in locating intruder.
- Isolate intruder from rest of building and students.
- Determine the extent of the problem, see notes below
- Make notes of what has occurred to provide information important to the police and in subsequent court cases.
- 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.
- Call 911.
- Notification: The Office of Catholic Schools should be contacted as soon as possible. Keep faculty and 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.

Roles

Administrators

- Determine location of intruder
- Determine extent of problem
- Coordinate with Emergency Responders
- Communicate with faculty, staff, parents, students

Admin Assistant

- Call 911
- Assist with Emergency Response communications
- Assist with parents

Teachers

- Take Emergency Response Kit
- Move students to designated area, take attendance, maintain order
- See Notes for details

Hostage/Intruder Teacher Notes

SHELTER IN PLACE

1. Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
2. Classes that are outside of the building SHOULD NOT enter the building.
3. Move outside classes to the primary evacuation site.
4. Lock classroom doors.
5. DO NOT lock exterior doors.
6. Remain calm.
7. Turn off the lights
8. Move people away from the windows and doors. Cover the glass on the classroom door.
9. Keep all students sitting on the floor, in a space away from doors and windows and quiet.
10. Visually take attendance of students in each classroom.
 - a. Teachers should prepare a list of missing and extra students in the room.
 - b. Teachers should prepare to take this list with them once they are directed to leave the classroom.
11. DO NOT respond to anyone at the door until “all clear” is announced.
12. Silence cell phone and communicate without noise.
13. Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
14. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
15. When the threat is over/the intruder has left the building, the building should announce “all clear.”

Trespassers

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.

Power Failure/Line Down

Definition: If there has been a power failure at school, or if lines are reported down near the school

Signals: None

Steps of Action

- Determine operational impact to school
- Power Failure:
 - Notify Dominion Energy (866-366-4357)
 - Notify City of Richmond, Dept of Public Utilities (311 or 804-646-4646)
- 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 Energy (866-366-4357)
 - Notify City of Richmond, Dept of Public Utilities (311 or 804-646-4646)
 - Call Office of Catholic Schools

Note: Use of cellular phones for notification

Roles

Administrators

- Assign someone to monitor downed line
- Determine operational impact to school (heat, AC, lighting)
- Determine need to dismiss students

Admin Assistant

- Call 911
- Assist with Emergency Response communications
- Assist with parents

Teachers

- Take Emergency Response Kit
- Move students to designated area, take attendance, maintain order

Student Disruptions/Civil Disturbances

Signals: PA announcement if appropriate

Definition

- Level 1 – Disruption is confined to one area, no threat to students or staff
- Level 2 – Disruptive forces are mobile or pose a direct threat to students and staff
- Level 3 – Disruption is widespread with large scale participation and is a serious threat to students and staff

Steps of Action

- Isolate disruption. Keep students in classrooms. Initiate building lockdown if needed.
- Clear the immediate area, including restrooms and hallways. Use PA system or bullhorn for crowd control
- Call 911 if needed
- Available staff and those trained in CPR/First Aid should go to the area unless otherwise instructed
- Teachers should not leave students

Roles

Administrators

- Assess level of disruption
- Supervise response
- Manage communications with Emergency Responders, staff, and students
- Manage media and parental inquiries

Admin Assistant

- Call 911 if needed
- Assist with Emergency Response communications
- Assist with parents

Teachers

- Keep students to designated area, take attendance, maintain order
- If not watching students, respond to area of disruption, assist with managing response, keep others away from school

Students Left at School

Definition: When students are left at school and/or not picked up from extra-curricular activities

Signals: None

Steps of Action

- 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
- Two staff/faculty members must remain with a student until picked up by parent/guardian.
- Find someone who can help (the Police Department or Social Services).
- School personnel may not to take students home in personal transportation.

Roles

Administrators / After School Leader

- Determine extent of problem
- Contact Social Services or Police as needed

Admin Assistant

- Contact parent or guardian

Teachers, Program Leader, Coach

- Stay with child
- Have parent contact list with you at all times

Student Runaway/Abduction

Signals: **None**

Steps of Action

- Immediately after it has been determined that a child has been lost/taken, contact the Police.
- Call the Office of Catholic Schools to report the incident.
- Follow student if possible.
- Contact the parents of the child involved. Establish a communication plan with them, if necessary.
- Pull the school picture of the child and obtain a full description of the child (including clothing) to assist the police.
- Conduct immediate search of school building and grounds.
- When a child is found, contact the Superintendent's Office, notify teacher and prepare a memo to staff outlining the situation.

Roles

Administrators

- Identify individual to work on this crisis. Give precise instructions for telephone communications to administrative assistants. Maintain normal classroom routine.
- Follow student if possible
- Search school
- Provide guidance to Emergency Personnel
- Contact parents
- Communicate with staff regarding outcomes
- Manage media response

Admin Assistant

- Call 911
- Contact Office of Catholic Schools
- Pull picture and student info
- Assist with Emergency Response communications

Teachers

- Keep students in class
- Provide best description to Emergency Personnel

Notes

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.

If a parent gives permission for someone to pick up the child other than themselves, we require the person to show his/her driver's license and we take a copy.

See checklist below

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.

Unauthorized Weapons

Signals: **None**

Steps of Action

- Assess the situation.
- Notify police. Provide as much information as possible.
- Gather as much detailed information as possible. Try to determine:
 - Location, identify and detailed description of individual.
 - Location and description of weapon.
 - Any pertinent background information on individual, including possible reason for carrying a weapon.
- Isolate individual or suspect. (Prevent access to weapon.)
- Assist Police as needed
- If interaction with the individual is imminent, do not use force or touch the person or weapon. Avoid sudden moves or gestures.
- 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.
- 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.

Steps of Action – Continued

- Notify Office of Catholic Schools.
- Use emergency signal to notify teachers of the threatening situation and have teachers keep students in classroom until all is clear.
- Call emergency staff meeting. It is important that staff members leave with accurate information about the incident and subsequent actions to be taken.

Roles

Administrators

- Assess situation, gather information
- Attempt to resolve issue
- Assist with Police response
- Manage media response
- Follow-up with staff/faculty

Admin Assistant

- Call 911
- Assist with Emergency Response communications

Teachers

- Stay with students, maintain order
- Be prepared to implement lockdown or Active Shooter response

Vandalism

Signals: **None**

Steps of Action

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

Roles

Administrators

- Assess and document damage
- Contact police and make report
- Make arrangements for repairs
- File report with Diocesan Risk Management Department if necessary
- Follow-up with appropriate authorities to prosecute and obtain restitution

Admin Assistant

- Report any vandalism

Teachers

- Report any vandalism