

Crisis Response Plan

Developed

for

St. Francis of Assisi Parish School
525 W. Vista Way
Vista, CA 92083

(760) 630- 7960
www.sfs-vista.org

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STATEMENT OF ACKNOWLEDGEMENT AND RESPONSIBILITY

I have read the Crisis Response Plan and understand my responsibilities in relationship to the Crisis Response Plan, as well as the responsibility to inform and educate the students in my charge, to efficiently respond during disaster emergencies and drills contained in the St. Francis of Assisi Parish School Crisis Response Plan. Additionally, I have read and understand my responsibilities as a disaster service worker.

Employee's Signature

Date

CRISIS TEAM RESPONSIBILITIES

Principal	Incident Commander
Vice Principal/4 th Grade Teacher	Student Release
Administrative Assistant	Deputy Incident Commander
Resource Coordinator	Communications
Preschool Director	Student Release
Preschool Teachers	Communications
Kindergarten Teacher	Student Release
Kindergarten Aide	Student Release
1 st Grade Teacher	Resources
1 st Grade Aide	Resources
2 nd Grade Teacher	Student Release
2 nd Grade Aide	Student Release
3 rd Grade Teacher	Medical/Search and Rescue
3 rd Grade Aide	Medical/Search and Rescue
5 th Grade Teacher	Student Release
6 th Grade Teacher	Resources
7 th Grade Teacher	Assessment
8 th Grade Teacher	Assessment
Librarian	Medical/Search and Rescue
Computer Teacher	Medical/Search and Rescue
Athletic Director	Student Release
Resource/Purchaser	Student Release
Health Room Personnel	Medical/Search and Rescue
After School Care Director	Student Release
8 th Grade Boys	Medical/Search and Rescue
8 th Grade Girls	Student Release
7 th Grade Boys	Resources
7 th Grade Girls	Assessment

PURPOSE STATEMENT

The primary objective of the St. Francis of Assisi Parish School's Crisis Response Plan is to prepare our students, employees, and visitors to react in emergency situations. Our goal in a crisis response is to minimize injury and loss of life to every student, employee, or visitor.

This Crisis Response Plan has been designed by taking the latest crisis response information from a variety of nationwide sources. This up-to-date information will enable the employees and students of St. Francis of Assisi Parish School to be on the "Cutting Edge" of crisis response. It will assist the learning environment by effectively dealing with crisis and limiting potential threats to our students and faculty.

THREAT MANAGEMENT

The term "threat management" is meant to convey a philosophy plan in which the behavior of an individual or group is assessed with regard to their potential for violence.

A threat or potential threat can be conveyed in several different ways, including verbal and physical behavior. An individual may convey a threat without actually posing a threat. Likewise, they may pose a threat without overly conveying that threat.

In the school setting, the opportunity for an assessment of potentially threatening behavior is clearly present. This opportunity, however, is dependent upon whether the threatening behavior is reported to the proper people in an accurate and timely fashion.

It is of the utmost importance that any threatening behavior be reported to the Principal. The Principal will utilize the resources (school faculty and staff, psychologists, law enforcement, legal council) to further assess the situation. Communication between disciplines is the key. Documentation of such threatening behavior is a must.

Everyone on campus, including students, faculty, staff, maintenance personnel, and visitors, should be instructed to report this type of behavior to school administrators. It has been the opinion of several government agencies after studying school violence, that many incidents of school violence could have been prevented if a reporting procedure had been in place and followed.

PUBLIC RESPONSIBILITY

In the event of a disaster, during school hours, every employee has a specific duty to participate in a mobilized team effort to prevent injury and save lives. Every employee is to remain on campus and aid in the supervision of all students and assist in maintaining general safety and well being per Government Code 3100.

Should a disaster occur during school hours, no employee will leave his/her assignment, under any circumstances, unless officially released by the Principal or his/her designee. Specific duties will be assigned to all employees, depending on the type of emergency or drill.

GENERAL PRINCIPLES

HOW TO THINK

1. When dealing with tough, ugly situations, always think through decisions before acting. Act when your mind is clear. Always consider safety and life in making difficult decisions.
2. Your objective during a disaster is to minimize injury and loss of life, NOT eliminate it!
3. Faculty not only has the freedom to make good, sound decisions during a crisis, they also have the responsibility to make good, sound decisions.
4. Focus on making a good, sound decision based on the information you have available. Do not attempt to find the best decision! This will cause you to waste valuable time.

HOW TO ACT

1. Always choose human safety and life over property.
2. Always choose the safety of the many over the safety of the few.
3. Do something! Know the first thing you will do in any circumstance. Know the first two things you will do in any circumstance...
4. L.I.E. - Locate, Isolate, Evacuate. This is your order of priorities.

First, **locate** the problem. Even before rendering medical aid to the injured, the problem needs to be identified and located. Failure to locate the problem may result in continuing damage or injuries. To get ahead of the "damage or injury wave", you must locate the problem!

Second, **isolate** the problem. This refers to making sure the problem doesn't move to another location and begin affecting a new group of people.

Third, **evacuate**. This will effectively move everyone who is not needed to solve the problem out of the area. This is the time to begin focusing on rendering aid to the injured.

CRIME SCENES

1. Make an informed decision about the need to evacuate or stay at the scene.
2. Watch for involved parties, witnesses, or suspects leaving the area.
3. Do not pick up, touch, or disturb in any way, any potential evidence.
4. Keep in mind that a lot of evidence is very difficult or impossible to see due to its size or nature.
5. Do not allow anyone to enter or re-enter the crime scene.
6. Write down the name of any person entering the crime scene.
7. Guard any entrance or exit to the crime scene.
8. Relinquish control of the crime scene to law enforcement upon their arrival.

STUDENT ACCOUNTABILITY

1. Faculty is accountable for the students in their class each day.
2. Faculty is to take attendance daily and during each class period.
3. Absent students are to be reported to the school office daily.
4. Roll sheets are to be utilized in the reunification and release process.
5. Faculty should note whenever a student leaves the classroom and is not present during the evacuation process (at restroom, library, office, etc.).
6. Faculty need to utilize the "Student Accountability Log" to indicate where they believe students are located who are at school, but are not present after the drill or crisis.
7. Faculty will utilize the "Student Accountability Log" to indicate where they believe students who are missing might be located.
8. Faculty will additionally use the "Student Accountability Log" to record those students who are under their care since the time of the drill or crisis, but not normally in their class.
9. Faculty will turn all "Student Accountability Logs" into the Student Release Officer as soon as an accurate roll has been taken.

GENERAL EVACUATION PROCEDURES

The blacktop playground has been designated as the Student Control Area. All students should be evacuated to the Student Control Area facing away from the school, so that children will not watch any emergency procedures that may take place.

If faculty is not with their class during the time of an emergency, they should go immediately to the Student Control Area to meet their class.

If the crisis occurs while students are in the church, hall, or building other than the classroom, the supervising adult should evacuate the students to a safe area. When it is safe to do so, the students should be moved to the Student Control Area.

After taking attendance, faculty, Preschool-8 should report to the Student Release Officer to hand in any remaining emergency cards. Any card handed in indicating that these students are missing, trapped, or not accounted for in roll call is termed a "hot card" (Unless the card is labeled "A" indicating absent.)

When all information has been gathered the special teams will be deployed at the direction of the Incident Commander. Students will be directed to the group control areas. Each special team leader will be contacted periodically by the Incident Commander for an updated status report.

INSTRUCTIONS FOR PARENTS

If an emergency situation should occur before or after school hours, please listen to your radio for instructions of school closures. As a general rule, St. Francis of Assisi Parish School will follow the same procedures as Vista Unified School District.

St. Francis of Assisi Parish School maintains a comprehensive Crisis Response Plan outlining detailed direction for supervision of students in the event of a disaster. The primary objective is to prepare our students, employees, and visitors to react in emergency situations. Our goal in a crisis response is to minimize injury and loss of life to every student, employee, or visitor.

Instructions for Parents

In the event of a disaster, or situation requiring crisis plan activation, parents will be asked to go directly to the Parish Hall to wait for further information. The safety of students is first and foremost our priority, and until we have specific information regarding the immediate plan of action for the crisis at hand, it is helpful to have the parents in one location. As information becomes available, it will be communicated directly to the parents in the Hall.

RELEASING STUDENTS

1. Parents, guardians and designated adults will be directed to the Student Release area.
2. The Student Emergency Information Form will be completed and signed before release.
3. Students can be released to parents, guardians, or authorized adults listed on the emergency form.
4. Students can be released to a responsible adult after a parent or guardian has been contacted and verbal authorization has been given.

CRISIS TEAM RESPONSIBILITIES: INCIDENT COMMAND

Incident Commander: Principal

Deputy Incident Commander: Administrative Assistant

Staging Area: Field/Cement Slab

Assignments:

- Assume overall management of the crisis
- Activate alarm systems
- Activate emergency response teams
- Activate emergency procedures
- Order building/site evacuation, if needed
- Arrange for physical transfer of faculty and/or students, if necessary
- Communicate with media
- Insure each teacher has accounted for students
- Assess overall condition of the school plant
- Interface with local emergency agencies
- Disseminate information to community
- Provide report of missing, trapped, and/or injured students and/or faculty
- Provide a crisis box to emergency agencies
- Relinquish command to authorized emergency agency commander

CRISIS BOX CONTENTS

1. Aerial photo of campus
2. Map/Campus layout
3. Blueprint of school buildings
4. Faculty roster
 - Crisis Team list
5. Master keys
6. Turn off instructions/location of:
 - fire alarm
 - gas
 - electric
 - water
 - telephone lines
 - cable lines
7. Student photos
8. Emergency Resource list
9. Evacuation Sites
10. Emergency Release Forms
11. Student Attendance Roster
12. List of students with special needs
13. Location of First Aid Supplies
14. Location of Emergency Supplies
15. Student Medications

CRISIS TEAM RESPONSIBILITIES: ASSESSMENT

Assessment Team: 7th Grade Teacher
8th Grade Teacher
7th Grade girls
Maintenance Personnel

Staging Area: Mobile

Assignments:

- Monitor stress levels of students/faculty
- Survey plant for damages
- Seal off dangerous area(s)
- Mark classrooms and other buildings accordingly:
 - GREEN: indicates room is habitable; no injured
 - RED: do not enter...dangerous area
 - RED CROSS TRAUMA CARD: injured person(s) inside
- Conduct minor fire fighting procedures
- Prevent access to critical areas
- Identify and report potential hazards
- Take photos
- Gather evidence
- Sweep/shovel glass, debris from walkways/pathways
- Lock gates
- Document activities

Maintenance Personnel Assignments:

- Turn off gas/water/electric as needed
- Sweep/shovel glass, debris from walkways/pathways
- Identify and report potential hazards
- Document activities

CRISIS TEAM RESPONSIBILITIES: COMMUNICATIONS

Communications Team: Resource Coordinator
Preschool Teachers

Staging Area: Youth Center

Assignments:

- Maintain emergency resource list
- Maintain emergency phone contact list
- Notify Pastor
- Notify Diocesan office (858) 490-8240
- Notify parish office (760) 945-8000
- Notify police, fire, emergency agencies as needed:
 - Police: 911
 - Fire: 911
 - Sheriff: (760) 758-6301
- Establish media response
- Maintain battery operated radio
- Monitor radio/TV broadcasts
- Communicate learned information
- Identify local road closures
- Learn of possible local hazardous situations
- Hear state, county, and local directives
- Document activities

EVACUATION PHONE TREE INSTRUCTIONS

1. Call home phone first. Leave message, state the time you are calling.
2. Call mom's work phone, leave message if necessary.
3. Call dad's work phone, (if you don't reach mom at work); leave message if necessary.
4. Write notes on family sheet, stating outcome of call.

SCRIPT FOR PHONE CALLS...

1. "As a precaution, we have been advised to evacuate the school."
2. "Your child will be with the teacher in the classroom"

Or

"Your child will be waiting for you (state location) with the teacher."

3. "For safety reasons, please park in the main church parking lot only."

IMPORTANT PHONE NUMBERS

POLICE 911

EMERGENCY/PARAMEDICS 911

DIOCESAN OFFICE (858) 490-8240

ST. FRANCIS CHURCH (760) 945-8000

CA HIGHWAY PATROL 911

SHERIFF DEPARTMENT (760) 758-6301

UTILITIES

SDG&E (619) 239-7343

VISTA WATER-EMERGENCY (760) 724-8811

DISASTER PREPAREDNESS

SAN DIEGO OFFICE (619) 565-3490

CA HIGHWAY PATROL (760) 757-1675

POLICE NON-EMERGENCY DISPATCH (760) 940-4551

HOSPITALS

TRI-CITY (760) 724-8411

PALOMAR (760) 739-3300

CAMP PENDLETON NAVAL (760) 725-1288

CAMP PENDLETON EMERGENCY (760) 725-3258

SCRIPPS: ENCINITAS (760) 753-6501

LA JOLLA (858) 457-4123

MISCELLANEOUS HEALTH AGENCIES

PUBLIC HEALTH DEPARTMENT (760) 967-4401

AMERICAN RED CROSS (760) 757-5403

POISON CONTROL 1 800-876-4766

SAN DIEGO COUNTY OFFICE (619) 543-6000

EMERGENCY RADIO STATIONS

OCEANSIDE - KGMG AM1320/FM 102.0

SAN DIEGO - KLZZ AM600/FM 106.5

SAN CLEMENTE - KWAV FM/107.9

SAN DIEGO - KOOL AM1170/FM 105.3

The following radio stations are the best sources for up to date information in our area after a major disaster has occurred:

KNX 1070 AM Dial

KFMB 980 AM Dial

KOGO 600 AM Dial

KCBQ 1170 AM Dial

KSDO 1130 AM Dial

EAGLE 105 FM Dial

RESPONDING TO MEDIA COVERAGE OF AN INCIDENT

The Pastor is to be the spokesperson for the community*

SETTING UP ENCOUNTERS WITH THE MEDIA...

1. Designate a place nearby but not immediately at the site of the incident, in an open, well lit and relatively quiet location. Outdoors is good, if a safe, contained, no-traffic area is available.
2. The Communication Officer in charge of handling the incident should know where to send media directly to the designated location. They should not respond to media, but simply direct them to the place where the Pastor will speak with the media.
3. At the outset, the Pastor should provide a short briefing, of no more than five (5) minutes, as soon as possible following the incident, once high priority information for the public is clearly verified. Keep the information as complete as possible, without exaggerating what is known.
4. If necessary, plan a second briefing within an hour, for further clarification and to take questions from the media when the situation permits a calmer exchange.
5. Plan to provide updates at reasonable intervals, until the fallout from the incident has been contained. If the police, fire department, or other civic entity takes over handling the situation, it may suffice to prepare a brief written statement updating the public. If no new information is available, simply stating so is often sufficient.

GETTING THE MESSAGE OUT...

Keep your statements as clear and simple as possible. Prioritize the concerns of your audience and give priority to conveying the most urgent information needed.

1. Is anyone hurt? How many? How seriously?
2. What was or is being done to safeguard those earlier in danger?
3. Where can parents get further information or reach a contact person to check on their children?

SUGGESTIONS FOR HANDLING THE MEDIA...

1. If more than one media representative arrives, it is more efficient to brief them as a group, rather than each media representative individually.
2. The Pastor should be willing to make a basic clear statement of the situation. In the early rushed moments of the incident, he does not need to accept and respond to particular questions from the media. He can simply state that questions are not being taken at the moment, but will be eventually. A later time and place where media can ask further question can be set, after the most urgent safety concerns of the situation have been met.
3. At the later briefing, the Pastor can accept questions from the media, but does not need to necessarily answer each and every question asked.
4. Despite pressure coming from the media to comment on the situation, the Pastor would do well to confine himself to the facts and to the efforts being made to contain the damage.
5. The Pastor knows the actual situation better than the media, and is in the best position to judge what is most important or essential to convey to the public about the situation.

CRISIS TEAM RESPONSIBILITIES: RESOURCES

Resource Team:

- 1st Grade Teacher
- 6th Grade Teacher
- 1st Grade Aide
- 7th Grade Boys

Staging Area: Upper Field

Assignments:

- Locate resources
- Coordinate and direct additional adult help as needed or offered
- Coordinate staging areas
- Assist search and rescue activities
- Turn off utilities (gas, electric, water) if necessary
- Set up Night Management System, if necessary
- Assist Medical
- Retrieve emergency supplies from storage bins
- Distribute food and water
- Set up temporary shelter(s)
- Set up sanitation area
- Maintain crisis box
- Direct 7th grade student helpers
- Document activities
- Locate additional supplies, as needed

CRISIS TEAM SUPPLIES

FACILITY MANAGEMENT TEAM

1 Hatchet	18 Safety Lights
1 Crowbar	1 Flashlight and Batteries
1 Tarp	4 Hard Hats
1 Hand jack/winch	37 Masks
2 Duct Tape	1 Thermal Blanket
Basic Tool Kit	4 Safety Vest with Reflective Tape
1 Hacksaw & 10 blades	2 Marking Pens
1 Screwdriver	4 Safety Glasses

EARTHQUAKE DISASTER TEAM

5 Pair Gloves	2 Shovels
Trauma Cards	Damage Assessment Cards
Sheets	

SEARCH AND RESCUE TEAM

Hard Hats	Fire Extinguishes
Safety Glasses	Flashlights and Batteries
Face Masks	Marking Pen
Whistle	Safety Vest with Reflective Tape
Gloves	

FIRST AID TEAM

Trauma Box	Hard Hats
Face Masks	Safety Vest with Reflective Tape
Flashlights and Batteries	Gloves

MORGUE TEAM

Marking Pen(s)	Hard Hats
Blankets	Flashlights and Batteries
Face Masks	Gloves
Whistle	Safety Vest with Reflective Tape
1 Fire Extinguisher	Safety Glasses

CRISIS TEAM RESPONSIBILITIES: MEDICAL/SEARCH and RESCUE

Team: Health Room Personnel
Computer Teacher
Librarian
8th Grade Boys

Staging Area: Lunch Area

Assignments:

- Set up First Aid/Triage Station
- Designate triage area from morgue area
- Administer first aid

- Coordinate search and rescue activities
- Retrieve necessary tools from emergency bins
- Retrieve stretcher and sheets from emergency bins

- Locate and extricate trapped/injured people
- Transport injured to triage area
- Retrieve necessary medical supplies from emergency bins
- ID all patients with masking tape on the wrist
- Maintain medical records on all treatments

- Set up morgue area
- Transport bodies to designated morgue area
- Identify bodies and probable cause of death
- Cover bodies completely with sheets
- Keep unauthorized persons from area

Document all activities

CRISIS TEAM RESPONSIBILITIES: STUDENT RELEASE

Student Release Officer: Vice Principal

Assignments:

- Insure that all students have been accounted for
- Insure all students are wearing emergency ID tags
- Obtain attendance rosters
- Establish master list of all present students and their location

TEAM DUTIES:

Student Monitors...A - H Kindergarten Teacher
(Yellow Sign) Kindergarten Aide

Student Monitors...I - P 5th Grade Teacher
(Blue Sign) Purchasing

Student Monitors...Q - Z 2nd Grade Teacher
(Green Sign) 2nd Grade Aide
Day Care Director

Assignments:

- Contain students within assigned area until reunification with parent(s)
- Maintain order and calm in student groups
- See to students' needs
- Provide emotional support to students
- Insure all students wear the ID tag at all times
- Document activities

Student Release/Security: P.E. Coach (Gate 1...arrivals)
PreSchool Director (Gate 2...student release)
8th grade girls (runners/escorts)

Assignments:

- Maintain security at check in/reunification gates
- Verify adult/student ID for release (Gate 1)
- Maintain communication with principal
- Direct 8th grade girls, as necessary for student release
- Maintain file of ID forms of released students (Gate 2)
- Document activities

AIR POLLUTION

LEVEL I

ALERT

This is directed to people with asthma, emphysema, and other breathing and cardiac problems.

ADVISORY

Schools should cancel all outdoor physical activities, such as physical education classes, intramural sports, and interscholastic contests.

RECOMMENDED SAFE GUARDS

1. Remain indoors whenever possible, keeping doors and windows closed.
2. Avoid dust, smoke, fumes, sprays, and other irritants.
3. If air conditioning is available, turn it on.
4. Avoid strenuous physical activities.
5. If under a physician's care, people are urged to contact a doctor for treatment of any respiratory problems.

LEVEL II

1. Same precautions as Level I
2. In addition, **SCHOOLS CLOSE**

LEVEL III

1. Same precautions and closures as Level II
2. In addition, all non-emergency facilities are to be **SHUT DOWN**

ANIMAL ATTACK OR THREAT

IF A POTENTIALLY DANGEROUS ANIMAL IS ON CAMPUS...

1. Move people away from the threat.
2. Students and staff should move to a safe location either inside or outside a building.
3. Do not try to scare the animal away. The animal may become alarmed, causing the animal to attack.
4. If safety permits, assign staff to observe the animal until it moves off school property or assistance arrives.
5. Call the school office to report incident.
6. Initiate a "Modified Lockdown" if appropriate.

IF ATTACK OCCURS...

1. Follow the instructions above.
2. If someone is injured, administer first aid and contact emergency authorities.
3. If possible, move the injured person to safety and initiate a "Modified Lockdown", if appropriate.

BEEES

EUROPEAN BEES/KILLER HONEY BEES

1. Listen for buzzing indicating a nest or swarm of bees.
2. Stay away from all bee swarms and colonies (including nests).
3. If bees are encountered, get away quickly.
4. While running away, try to protect face and eyes as much as possible.
5. Take shelter in a classroom or building. Thick brush does not offer enough protection.
6. Do not stand and swat bees; rapid motions will cause them to sting.
7. Notify a teacher or administrator of the incident.

IF STUNG, THE FOLLOWING STEPS ARE RECOMMENDED...

1. Go quickly to a safe area (preferably a classroom, building, or vehicle).
2. Notify the main office of the danger.
3. Remove the stinger as soon as possible. However, do not squeeze the stinger. Pressure will release more venom.
4. Scrape stinger out with fingernail, the side of a notebook, or non-sharpened credit card type item.
5. Wash wound with soap and water.
6. Apply ice pack to relieve pain and swelling.
7. Seek medical attention (school nurse or administrator).

BOMB THREATS

THREAT BY PHONE...

Keep the caller on the line to obtain as much information as possible.
Notify/signal to a secondary person to call 911 and to notify the principal

THREAT BY NOTE...

Pay attention to the description of the person delivering the note, if possible.
Notify the principal immediately.
The principal will call the police immediately.
If the threat arrives by e-mail, save the e-mail and proceed appropriately.

FOR EVERY BOMB THREAT INCIDENT...

The Principal will direct police/fire personnel, upon arrival.

All cell phones should be turned off.

The use of radio transmission **COULD DETONATE A BOMB!**

Do not turn on/off electrical equipment.

1. Do not use walkie talkies to alert personnel or students.
2. If evacuation becomes necessary, or instructions need to be communicated, it will be accomplished using runners.
3. **REPORT and DO NOT TOUCH OR APPROACH ANY OBJECT THAT APPEARS SUSPICIOUS.**
4. The decision to evacuate will be based on the bomb threat information and any
5. No report of a bomb should be ignored!

WHEN A BOMB OR SUSPICIOUS DEVICE IS LOCATED...

The school grounds need to be evacuated immediately!

Get at least 2000 FEET away from the bomb...our secondary site is the Vista Entertainment Center parking lot.

1. Emergency Personnel are to be notified of the found device immediately!
2. **NO ONE** is to touch or move the suspicious object for any reason!
3. Be aware: Just because one object is found does not mean there are no others!
4. Evacuation is to be accomplished via fire/evacuation drill procedures.
5. Emergency personnel will advise when it is safe to return to the campus.
6. Faculty must take Attendance Register and red emergency bag upon evacuation notice. Distribute student ID forms.
7. After roll, complete the "Student Accountability Log" and turn in to Liaison Team Leader.

CPR & FIRST AID

If a victim is located during a crisis, CPR and/or First Aid should be initiated to save a life. It is imperative that all employees become familiar with basic CPR and First Aid procedures

CHECK THE VICTIM...

Shake and Shout... Shake the victim in an attempt to get them to respond.

Look, Listen, and Feel... Look to see if their chest is rising and falling. Listen by placing your ear right up against the victim's mouth and nose. Feel (chest) for breathing. Continue this for about 5 seconds.

Open Airway... Position the victim on their back, support their head and neck, tilt head back and lift chin.

Look, Listen, and Feel... Repeat for 5 seconds. If victim is not breathing, start rescue breathing.

RESCUE BREATHING...

Two (2) Slow Breaths... Open airway (as described above) and breathe into victim until chest gently rises.

Check for Pulse... Use two fingers on carotid artery (either side of neck) to find the Pulse. Do not use your thumb.

If there is a **pulse**, but **no breathing**, begin rescue breathing...

Adults: Give one (1) slow breath every five (5) seconds

Children and Infants: Give (1) slow breath every (3) seconds

Continue rescue breathing for one (1) minute.

Recheck Pulse - Repeat every minute

If there is no pulse - Start CPR

CHILD CPR (1 to 12 Years of Age)

Find Hand Position... Place one (1) hand at about the center of the breastbone. Your shoulder should be over your hand on the child's chest, and your other hand should be on the child's forehead.

Compressions... Compress the child's chest five (5) times (1 to 1½ inches).

Breaths... Give one (1) slow breath.

Check Pulse... After performing CPR for one (1) minute (12 cycles), check the pulse (check pulse at the carotid artery on a child. The carotid artery is located on the side of the child's neck). If there is no pulse, continue CPR.

ADULT CPR (12 Years of Age & Older)

Find Hand Position... Place two (2) hands on the victim's breastbone, using the palm of one hand as the contact point. Position your shoulders directly over your hands.

Compressions... Compress the victim's chest fifteen (15) times (1-1½ to 2 inches).

Breaths... Give two (2) slow breaths.

Check Pulse... After performing CPR for one (1) minute (4 cycles), check the pulse (check pulse at the carotid artery on a victim. The carotid artery is located on the side of the victim's neck. If there is no pulse, continue CPR.

CIVIL DISTURBANCE

1. Report the disturbance to the principal immediately.
2. Be prepared for a lockdown.
3. Assess situation:
 - Identify who is involved
 - What is actually occurring
 - When is it going to occur, if it is not currently ongoing
 - Where is it occurring
 - Why is it occurring
4. Remove students and faculty from any hazardous situation
5. The principal will contact the following:
 - Call 911 (Police)
 - Diocesan office
6. Do nothing to antagonize the demonstrators.
7. For a general "walkout" or uncontrolled disturbance (do not attempt to stop students).
8. A faculty member will be assigned by the principal to maintain observation of the group to track the group's location...document activities.
9. Stay off the telephone. Communications systems could become overloaded.
10. Cooperate. Services may be limited during a disturbance. Access will be restricted.

EARTHQUAKES DROP, COVER, AND HOLD

IF INSIDE...

1. **DROP, COVER AND HOLD** immediately.

Drop to your knees, placing your hands on your head with your forearms covering your face; stay as small as possible; if under furniture, hold on to a leg

2. Remain in the Drop, Cover, and Hold position until instructions for "all clear" or "evacuate".

3. Turn away from windows.

4. Get next to an inside wall if possible.

5. Stay under shelter until shaking stops.

6. Listen for instructions.

7. Be prepared for aftershocks.

8. Avoid falling objects and areas that could cause injury.

IF OUTSIDE...

1. Lie down behind the nearest building, bench, curb, or in the gutter, if such protection is within a step or two.

2. If there is no such protection, drop to the ground upon your abdomen and lie as flat as possible.

3. Stay in this position until instructions are given to move or until it is safe to do so.

EVACUATION...

1. When shaking ends, evacuate to a predetermined assembly area away from buildings and overhead power lines, and away from underground gas and sewer lines.

2. Do a visual check and make sure neighboring classrooms are evacuating as well.

3. Faculty takes Attendance Register and red disaster bag. Distribute the emergency ID cards to each student.

4. Continue General Evacuation Procedures according to plans or as directed.

EXPLOSIONS

INSIDE SCHOOL BUILDINGS...

1. "Drop" immediately to the floor beneath a desk, chair, table, or bench, if it is close to you.
2. "Cover" your head with your hands, coat, sweater, or notebook if handy.
3. "Hold" onto the object you are beneath, or bury your face in your arms.
4. If there is nothing to get under, get close to an inside wall away from windows.
5. Stay in the "Drop, Cover, and Hold" position until instructions are given. Faculty must use best judgment.
6. If it has been determined that the explosion is within the building, the fire alarm will be sounded and all persons are to evacuate the building and proceed to areas of safety. The principal will decide whether an evacuation is necessary.

OUTSIDE SCHOOL BUILDINGS...

1. Lie down behind the nearest building, bench, curb, or in the gutter if such protection is within a step or two.
2. If there is no such protection, drop to the ground upon your abdomen and lie as flat as possible.
3. Stay in this position until instructions are given to move or until it is safe to do so.
4. After the explosion, listen for instructions.

FALLEN AIRCRAFT

1. Faculty will take immediate action to ensure the safety of students.
2. Unless obvious action is indicated, the Principal will determine the action to be taken.
3. The only warning one may have could be the sound of the crash or explosion.
4. Be aware that there may be secondary explosions or even explosives associated with the aircraft.
5. Be advised that 2-way radio transmissions give off a small spark during each transmission. This could trigger an explosion if fuel vapors are present.

IF IT IS SAFE TO REMAIN IN THE CLASSROOM...

1. A lockdown will be initiated.
2. Close all window blinds.
3. Move away from windows and remain near an inside wall.
4. Wait for instructions.

IF AN EVACUATION IS INITIATED...

1. The evacuation site should be at least 2000 feet and upwind from the crash site.
2. The Vista Entertainment Center parking lot is our first off campus evacuation site.
3. Depending on evacuation alternatives and the imminent danger of the plane crash, we may need to evacuate to an alternate site.

FIRES

1. Initiate an evacuation to a safe location.
2. If time permits, close windows and close the door (This will help contain the fire).
3. Student and adults should evacuate buildings to the designated areas of safety in a quiet and orderly fashion. Your evacuation routes may vary given the nature and location of the fire.
4. Do a visual check to make sure your neighboring classrooms are evacuated as well.
5. Take Attendance Register and fill out the Student Accountability Log.
6. Turn the Student Accountability Log into the Liaison Team Leader.
7. Security and custodial staff will assist with directing evacuation routes away from the fire. Custodial staff will also assist with minor fire fighting duties.
8. Advise Diocesan office of the fire.
9. The principal will designate someone to direct police and fire personnel.
10. Do not return to class until the fire department declares the area safe.
11. Each faculty member shall be required to know the location of the fire extinguishers in/near their classroom.

HAZARDOUS MATERIALS

FOR BOTH ON & OFF CAMPUS ORIGINATION...

1. Evacuate affected area.
2. Consider wind direction and evaluate crosswind if possible (staying a minimum of 2000 feet away).
3. If necessary, mobilize the evacuation of students and faculty crosswind out of the affected area. (Primary site is the Vista Entertainment Center.)
4. Seal off the area if possible.
5. Take attendance and fill out the Student Accountability Log.
6. The principal will designate personnel to guide emergency crews.
7. Do not reenter a building or area until it has been cleared.
8. Notify Diocesan office.

INTRUDER/SHOOTER

UPON DISCOVERING THE INTRUDER...

1. The principal will call 911.
2. Relay accurate information to the police dispatcher:
 - What does the intruder look like?
 - Where is the incident occurring?
 - How many are involved?
 - What demands, if any have been made?
 - What type(s) of weapons?
3. Try to give the dispatcher as much information as possible. As you are talking to the dispatcher, the information is being relayed to the responding police units.
4. When law enforcement arrives on scene, the principal will convey information regarding incident.
5. Notify the Diocesan office to advise them of the situation, when it is safe to do so.

ALERTING THE SCHOOL...

1. The intercom system will be used to initiate a Lockdown.
2. If students are **inside** the classroom, a command similar to this will be used:
"This is a lockdown! Close and lock your doors and windows immediately! Lockdown now!" (Repeat)
3. If students are **outside** the classroom (lunch, recess, passing, etc.), a command similar to this will be used:
"This is a lockdown! Go to the nearest classroom or safe room. Close and lock your doors and windows! You have 60 seconds!"
(Repeat)
(60 seconds later)..."**Lockdown now!"** (Repeat)
4. The Lockdown will be released through the public address system.
5. If an evacuation is going to be necessary, this information will be communicated prior to the release of the lockdown, to avoid confusion.
6. Due to safety concerns, some specific information regarding the incident will not be given over the intercom. Doing so could jeopardize the safety of students, faculty, and emergency personnel.

LOCKDOWN PROCEDURES

WHILE INSIDE THE CLASSROOM...

1. Immediately shut and lock the classroom door at the first call for "Lockdown".
2. Close all windows.
3. Turn off all lights.
4. Close all blinds and drapes, if any.
5. Have all students lie face down on the floor if gunshots have been heard.
6. Have students crawl to a position of "COVER" and/or "CONCEALMENT".
7. Faculty should monitor and remain near the locked door.
8. No student is to be let out of the class during a lockdown.
9. Avoid unnecessary phone use, to include cell phone use.
10. Faculty takes roll and fills out the "Student Accountability Log".
11. Do NOT chase any students if they run off. If possible, document their names.
12. Remain with your class/group.

EXTENDED LOCKDOWN...

1. Faculty will remain with their students.
2. No student is to be let out of the class during an extended lockdown.
3. Set up emergency provisions, first aid, and emergency toilet in each classroom.

DURING A PASSING PERIOD OR LUNCH...

1. Faculty should attempt to go to their assigned classroom only if it safe to do so.
2. If it is not safe to do so, please proceed to the nearest classroom.
3. Students should proceed to the nearest available lockable room.
4. Avoid crowded halls or doorways, as "bunching up" gives the shooter an easy target.
5. A moving target is difficult to hit. KEEP MOVING if out in the open.
6. Move away from the sounds of gunfire.
7. Leave your classroom door unlocked for approximately 60 seconds to allow access to students.
8. If you see a threat coming toward your classroom, secure your room immediately.
9. Do NOT chase any students if they run off. If possible, document their names.

SEVERE STORM

1. Students and faculty should assemble inside classrooms or buildings.
2. Close windows, blinds, and drapes.
3. Implement action "Drop, Cover, Hold" if needed.
4. Remain near an inside wall and avoid second stories.
5. Avoid auditoriums, gymnasiums, and other structures with large roof spans.
6. If possible, avoid or evacuate classrooms bearing the full force of the wind/rain.
7. Maintain control and fill out the Student Accountability Log.
8. The principal will direct further action as required.

SUICIDE ATTEMPTS AND THREATS

1. When someone on campus has indicated, either verbally or otherwise, that they intend to commit suicide, the Principal needs to be immediately notified.
2. The suicidal individual should not be left alone. Preferably the individual should be escorted to the health office where further observation and evaluation can occur.
3. The principal will be involved in the evaluation process.
4. If the threat appears to be credible, the police department needs to be contacted.
5. The background of the individual needs to be explored to determine if a professional is already treating them. That professional should be contacted for input and assistance in possible placement.
6. If an individual attempts suicide, the principal will call 911 immediately!
7. If any individual is attempting suicide with a weapon, a Lockdown will be initiated. This will help with limiting the crowds around the incident. It will also keep the suicidal individual from taking hostages in an act of desperation.
8. Never underestimate the abilities of someone who is despondent. Students who intended to destroy themselves have committed many of the worst school tragedies).