

James Irwin Charter Schools

Emergency Response Plan

2016-2017

Crisis Procedures

Attempt to define the type and extent of the crisis as soon as possible so that you can provide clear and accurate information to those who can assist you.

1. Call the appropriate school personnel or 911 if required
 - a. Provide the 911 dispatcher with clear detailed who, what, where information
 - i. **Who** is in need of emergency attention
 - ii. **What** has happened
 - iii. **Where** did it happen
 - iv. **Clear** directions for entry into your specific part of the school
2. Notify the office that an emergency exists and that 911 has been called
 - a. If you are on the phone with the 911 dispatcher, send someone to notify the office of the emergency and that 911 has been called.
 - b. If you are a CRT member—use your walkie-talkie to notify the rest of your team and the main office of the situation.
3. If there is an emergency situation and you are not sure about contacting 911, notify the main office immediately for assistance. The main office will radio the CRT if appropriate.
4. The CRT will decide if any other procedures are necessary.
5. Complete necessary documentation.

Crisis Response Teams (CRT)

To be determined and distributed to each school at the beginning of each school year.

Radio Channels

- JICES – Channel 2
- JICMS – Channel 3
- JICHS – Channel 4
- Maintenance / Business Office – Channel 5
- JICA- Channel 1 (Only on JICA Campus)

Contacts

PRINCIPALS	ADMINISTRATION	OTHER
JICH: Mr. Marquez (cell)—719-238-5855	CEO: Mr. Berg (cell)—719-313-2880	D-2 Security —719-579-2061
JICMS: Mrs. Varnum(cell)—719-359-2274	CFO: Mrs. Johnston (cell)—719-235-2897	Nurse Kathie Halter (719)651-8923
JICES: Mrs. Berg (cell)—719-238-1062	Dir Tech: CCS (Contract) 719-439-0599	Maintenance: Ray Brining (949)614-3760
JICA: Mrs. Dumas (cell)- 805-757-8221		Transportation: Ray Brining (949)617-3760
EMERGENCY SERVICES		
CS Police Direct Dial—444-7000	Colorado Springs Emergency—9-911	CS Fire Dept. Direct Dial—385-7367

Evacuation Procedures

Fire

Everyone is required to leave the building (per CSFD)

1. The number one responsibility of the teacher is to get the students out safely and away from the building.
2. The CRT should be activated.
3. At the sound of the alarm, take the emergency clipboard and exit together with your entire class and close all doors behind you
 - a. Ensure that doors are closed but not locked
 - b. Lights are left on
4. Turn off gas in all labs if applicable.
5. Follow the evacuation route located in each room
 - a. Ensure that the assigned route is clear; if not, proceed to exit by the next closest evacuation route
6. Students should go to a pre-determined place on the grounds
 - a. Ensure that rendezvous location is at least 100 feet away from the building.
7. The Sweeper Teams must sweep the building before exiting the building to ensure everyone has exited.
8. Once at the evacuation rendezvous point, keep your class together and take roll.
 - a. Have students make a single file line behind the teacher.
 - b. Raise your clipboard in the air to notify the administrative staff roll has been taken.
 - c. Display the **RED** card on the clipboard if you have extra student(s) or you have missing student(s).
 - d. If all your students are accounted for and there are no injuries, display the **GREEN** card on the clipboard.
 - e. Children who are in the bathroom at the time of an evacuation should go to the nearest group of students, report to the teacher and be advised when it is safe to report to the student's own class.
 - f. Each teacher is expected to go over these basic rules with the students during the first week of school.
9. Stay with your students at all times.
10. Administration should have procedures in place to ensure that all staff and faculty are accounted for.
11. Principals must communicate by radio to the sweeper teams and CEO/CFO to ensure accountability and initiate an "all clear" for each school.
12. Wait for the "all clear" from the administration before reentering the building

13. Reenter the building with **your** class and once you are in the classroom, take attendance again. Notify the office of any missing students.

Explosions/Hazardous Material

1. If there is an explosion at the building, staff should prepare their students for evacuation after the explosion, using the fire evacuation procedures.
2. Determine quickly if toxic material is present outside the building. If so, lockdown the building, close doors, windows, call custodian to shut down air handling etc.
3. If an exit not immediately feasible
 - a. Students should be instructed to seek cover under their desks, if possible.
 - i. When seeking shelter under desks, students should cover their heads with their hands or books and assume a kneeling position on the floor until debris ceases flying.
 - b. Do not exit the building until it has been determined that the outside situation is safe
4. Explosion Checklist
 - a. Sound fire alarm and evacuate per fire evacuation plan, if necessary.
 - b. If it appears that toxic materials are present outside, but not inside the building, lock down.
 - i. Turn off all air handling equipment
 - ii. Close all doors and windows
 - c. Call 911
 - d. Shut off electric, water and gas
 - e. Close exterior doors and windows
 - f. Activate CRT
 - g. Establish a Command Post with communications capability on site
 - h. Arrange for student transfers to designated evacuation center
 - i. Keep list of who went where
 - ii. Keep list of injured and where taken
 - iii. Set up system to check parent ID prior to release of evacuation students
 - iv. Contact District transportation for buses if needed
 - i. Provide first aid if needed
 - j. Assist emergency personnel in locating injured person as requested by fire/police
5. Roles and responsibilities
 - a. Principal/Person in Charge
 - i. Account for students
 - ii. Assign roles
 - iii. Call 911
 - iv. Insure that evacuation or shelter in place is completed
 - v. Insure that injured are assisted
 - vi. Establish Command Post
 - vii. Convene Crisis Team
 - b. Teacher/Support Personnel
 - i. Evacuate students and take roll
 - ii. Report roll to Principal
 - iii. Assist as instructed
 - iv. Custodians/Other Staff

- v. Shut off electric, water and gas
- vi. Close exterior doors/windows
- vii. Assist as instructed

Bomb Threat Procedures

DO NOT USE TELEPHONES OR CELLPHONES DURING A BOMB DRILL OR EVENT!!!

USE LAND LINES ONLY WITHIN 100 FEET OF PACKAGE

1. If a bomb threat is made at the school, obtain as many details as possible using the checklist below. The person receiving the threat should:
 - a. Complete the checklist below as completely as possible while on the phone
 - b. Note the number the call is coming from if you have a display phone and note the exact time.
 - c. Use the record feature on the phone if possible.
 - d. Notify an administrator immediately.
 - e. Call 911

Bomb Threat Checklist

1. When is the bomb going to explode?
2. Where is the bomb located?
3. What does the bomb look like?
4. What kind of a bomb is it?
5. What will cause the bomb to explode?
6. Did you (the caller) place the bomb?
7. Why did you (the caller) place the bomb?
8. What is your name?
9. What is your address—where do you live?
10. Sex of the caller
11. Age of the caller
12. Race of the caller
13. Length of the call
14. Callers voice (circle appropriate descriptions)

Calm	Laughing	Lisp	Angry	Crying	Rasp
Excited	Normal	Deep	Slow	Distinct	Ragged
Rapid	Slurred	Soft	Clearing throat	Nasal	Accent
Loud	Stutter	Cracking	Disguised	Familiar—who?	Deep breathing

15. Background sounds (circle all that apply)

Street noise	House noises	Kitchen	Motor	static
Voices	Office	Clear	PA system	Factory
Long distance	Office machinery	Booth	Animal noises	local

16. Threat language (Circle all that apply)

Educated	Foul	Incoherent	Irrational	taped
Message read by threat maker				

1. In the event the Principal decides to evacuate, follow building evacuation plan.
 - a. All staff should, in the process of evacuation, look for unusual or suspicious noises or devices.
 - b. **DO NOT** touch anything suspicious.
 - c. **Some devices are activated by radio wave frequencies, DO NOT use cellular phones, radios, or walkie-talkies.**
2. Bomb threat in written form:
 - a. DO NOT handle the note after finding out what it is. Protect the note for police, by placing it into a plastic or paper bag or an envelope
3. E-Mail Bomb Threat
 - a. Leave on screen and do not touch
4. Roles and responsibilities
 - a. Principal/Incident Commander
 - Account for all students/personnel
 - Assign roles as needed
 - Communicate with CSPD and determine need for evacuation
 - Assemble Crisis Team
 - o Custodians/Other Staff
 - Keep access roads open
 - Assist as needed and instructed
 - Turn off gas and HVAC if instructed

Power Outage

- Teachers:
 - o Turn on flashlights provided in each room.
 - o Evacuate using Fire Drill Procedures taking clipboards.
 - o Listen for further instructions from administration.
- CRT
 - o Meet to discuss a plan of action
 - o Use radios as intercoms and phones will not work
 - o Communicate to principals

- IT Department
 - Check server operation
 - Communicate with parents as needed
- Maintenance Department
 - Shut down AC and HVAC
 - Communicate with Advanced Alarm

Interior & Exterior Threats

Active Shooter- Implement A.L.I.C.E Plan

1. A: Alert Administration, Emergency Services (911), staff, and students as quickly and safely as possible. Use clear and concise language to convey information regarding location, description, or identification of attacker so all individuals can make an informed decision in their response.
2. L: Lockdown in classroom using Shelter-In-Place methods listed below and implementing defensive measures, such as barricading door and securing door. Gathering defensive items in the event the door is breached.
3. I: Inform by any means (Classroom phone, PA system, cell phone) all known information such as current location of shooter, your location, how many student are with you and who, and any medical services needed.
4. C: Counter as necessary. Use defensive items to distract, confuse, or gain control of attacker.
5. E: Evacuate, if you can safely, to rally point. If barricaded in a locked room, be prepared to evacuate as instructed by Emergency Responders or Administration. When evacuating, all individuals should keep hands open and above shoulders to give a visual cue to Emergency Responder you are not a threat.

Shelter in Place - Interior Threat

1. If a staff member determines that a person is an imminent threat (Non-Active Shooter), call 9-911 and inform the principal.
2. Shelter in Place will be initiated over the PA by an administrator who will identify themselves.
3. Activate the CRT.
4. Ignore the fire alarm.
5. Bring any students in the hallways into the nearest classroom.
6. Staff should keep students in their rooms in the safety zone with the doors locked and lights off.
7. After the doors are locked, do not open the door for any reason, barricade doors in case of a door breach.
8. Take roll and slide your GREEN card under the door if there are no injuries. If someone is injured or you need immediate assistance from first responders, slide the RED card under your door.
9. All students will remain silent.
10. Students involved in outside activities should not reenter the building but rather go to Ace Hardware.
11. Individuals in an unsecured area such as the café or other open area should go to the nearest room that can be locked.
12. Stay in position until either an administrator or law enforcement announces further instructions. Do not follow instructions unless the person identifies themselves over the PA.

Lockdown - Potential Exterior Threat

- All outside activities must be brought inside immediately.
- The panic buttons for each main door must be pushed to automatically lock exterior doors.
- Advanced Alarm must be called and informed of the situation.
- Lockdown signs will be placed in the doors of all front offices.
- Classes will continue as each administrator decides.
- Outside activities are not permitted.
- Entry into the building is only permitted to authorized individuals.
- Student dismissal may be controlled by an administrator as needed.

Environmental Hazards

Exterior Release

1. Verify information through 911
2. Provide for emergency care
3. Notify District 2 Security
4. Convene Crisis Response Team
5. Estimate the extent of injuries to students/staff
6. List all hospitalized and evacuated individuals and their location
7. Institute Lock-Down Procedure
8. Close all exterior doors and windows
9. Turn off main gas supply
10. Shut down main electrical power sources to close all ventilation sources—only if there is a significant danger from contaminated air

Interior Release or if instructed by Fire Department to Evacuate

1. Determine direction of prevailing wind
2. Evacuate to off site location using cross wind route to avoid fumes
3. Ascertain if City has predetermined temporary shelter sites
4. Contact transportation to provide buses if necessary or proceed to off-site evacuation location
5. Teachers must bring their class roll or attendance books
6. Set up Command Post
 - a. Arrange for student transfers to designated evacuation center
 - i. Keep list of who went where
 - ii. Keep list of injured and where taken
 - iii. Set up system to check parent ID prior to release of evacuation students
 - b. Executive Team will assist with Media
7. Roles and responsibilities
 - a. Principal/Person in Charge
 - i. Determine if hazard actually exists
 - ii. Call 911

- iii. Ascertain if lock-down or evacuation is required
- iv. Convene Crisis Team
- v. If lock-down, ensure ventilation is shut down, gas turned off and all exterior doors and windows are closed
- vi. Determine number of injuries or potential physical danger
- vii. Ensure Command Post is established
- b. Teacher
 - i. If lock-down, ensure doors and windows are closed in room
 - ii. Ensure doors are locked and closed
 - iii. Ensure all students are accounted for
 - iv. Other tasks as instructed
- c. Custodian
 - i. If lock-down, shut all doors and windows
 - ii. Shut off gas
 - iii. Shut down ventilation system
 - iv. Ensure entrances and exits are not blocked, so emergency vehicles can enter
 - v. Any other assignments as instructed
 - vi. Determine direction of prevailing wind

Disturbances—Large Groups/Gangs

1. Students threatening to become disorderly or are disorderly (Non-Gang)
 - a. Determine the severity of the disturbance
 - b. Notify the CRT, District 2 Security or 911 if necessary
 - c. Meet with students immediately
 - d. Attempt to identify student's or group issues
 - e. Teachers and staff to dismiss bystanders and isolate situation
 - f. If appropriate, use formal or informal student leaders to facilitate discussion and mediation
 - g. If possible, remain among students until behavior changes and they agree to meet and talk
 - h. Persuade students to return to class or normal activity
 - i. Explain consequence of disciplinary violations
 - ii. Give no ultimatums—only choices
 - i. Document date, time and action
 - j. Prepare media statement, communicate to staff, students and parents with assistance from the CEO
2. Disorderly non-student (Non-Gang)
 - a. Investigate and determine severity of disturbance
 - b. Call 911 and District 2 Security
 - c. Utilize staff and teachers to isolate problem and dismiss bystanders
 - d. Remain calm and direct in your approach
 - e. Explain legal probation against causing disturbance on school property
 - f. Issue warning letter, if practical (need only warn once)
 - g. Document date, time of warning
3. Altercation or violence between groups or gang members

- a. Assess the danger including injuries, number of involved students, location of altercation, and presence or absence of weapons
- b. Call CRT, 911 and District 2 Security
- c. Provide first aid to injured students
- d. Separate and interview witnesses. Do not let witnesses speak to one another until authorized by police
- e. Prepare plans to halt further retaliation
- f. Document all decisions, statements and actions
- g. Reassure parents, students and faculty that appropriate steps are being taken
- h. Prepare media statement and communicate to staff, students and parents with assistance from District 2 Security and Coordinator of Communications as well as our CEO
- i. Debrief CRT

Crimes in Progress

1. Call CRT and 911 for the following Crimes in Progress
 - a. Homicide
 - b. Sexual Assault
 - c. Assault
 - d. Arson
 - e. Burglary
 - f. Gang activity
 - g. Fights
 - h. Disruptive actions that include threats of harm
2. Other "In-Progress" that are non-emergency criminal events
 - a. Call CSPD 444-7000
3. As a witness to any criminal event
 - a. Gather as much information as safely possible about the perpetrators
 - i. Description of individuals
 - ii. Vehicle descriptions
 - iii. License plate numbers
 - iv. Direction of travel of fleeing perpetrators
 - b. Write down what you observed
 - c. Separate any other witnesses to protect integrity of their observations
4. Consider a lock-down or evacuation if there is danger to students, for protection of students from traumatic events, or if crime scene protection is an issue
5. Roles and Responsibilities
 - a. Principal/Person in Charge
 - i. Account for students
 - ii. Assign roles
 - iii. Assure injured personnel/students are assisted
 - iv. Determine if CRT should be assigned
 - v. Determine if lockdown or evacuation is needed
 - vi. Assign security or other personnel to protect the crime scene

- b. Secretary
 - i. Call emergency personnel, as instructed
 - ii. Take roster to assembly site if evacuated
 - iii. Assist as needed and instructed
- c. Teacher/Support Personnel
 - i. If evacuation, follow evacuation procedures
 - ii. Report to principal
 - iii. Assist as needed and instructed
 - iv. Be alert for details, descriptions, directions or flight
- d. Custodian
 - i. Keep access roads open
 - ii. Assist as needed and instructed
 - iii. Be alert for details, description

Hostages On or Near Campus

1. On Campus or Campus Involved
 - a. Call CRT, 911, District Security
 - b. Cooperate with hostage taker as much as possible and try to calm him/her (once CSPD hostage negotiation team arrives, they will begin communication with the individual)
 - c. Assess situation
 - i. Weapons
 - ii. Number of students
 - iii. Location
 - iv. Closed Exits
 - d. Attempt to reduce number of hostages immediately by sheltering students in the building away from the hostage taker or evacuating to your off-site location
 - i. Secure the building
 - ii. Keep all students away from the area
 - iii. Lock all doors
 - iv. Inform staff to lock-down or evacuate off site.
 - v. Deactivate change of class bells
 - e. Have multiple copies of building floor plan available for police
 - f. Convene CRT
 - g. Set up Command Center with communications capabilities
 - h. Give pertinent information about the incident to police
 - i. Have attendance roster available to use as a checklist when releasing students
 - j. Track where injured and/or evacuated students/staff are taken
 - k. Document information about decisions made and what occurred
2. Near Campus, but Campus not Involved
 - a. Notify 911, CRT and District 2 Security
 - b. Convene Crisis Team
 - c. Depending on situation, lock-out or lock-down
 - d. Do not release students until cleared to do so by CEO or law enforcement

Students with Weapons

1. Possession or Exhibition of a firearm or other dangerous weapons
 - a. If a student is identified as possessing or is alleged to be in possession of a weapon, the principal and CRT should be contacted immediately and provided with as much detail as possible about the student, type of weapon(s), and where the weapons may be located
 - b. Do not confront the student about having a weapon.
 - c. The principal or CRT will attempt to isolate the student and determine if a weapon is indeed present
 - d. Activate Lock-down if situation warrants
 - e. If weapon exists—call 911
2. Gun Discharge
 - a. Call 911, CRT and District Security
 - b. Remove students from affected area
 - c. Consider lock-down or evacuation as necessary
 - d. Do not confront student with weapon
 - e. Wait for law enforcement to attempt to isolate student for confiscation of weapon
 - f. If injuries are involved, follow procedures for “Physical Injury”
 - g. Activate Crisis Response Team
3. Roles and Responsibilities
 - a. Principal/Person in Charge
 - i. Determine extent of situation
 - ii. Initiate a lock-down if necessary
 - b. Teacher/Support Personnel
 - i. Conduct lock-down in classroom, if necessary
 - ii. Assist as needed and instructed

Severe Weather Procedures

Tornado Watch

1. All four schools are equipped with a weather radio in each front office. The radio will announce applicable warnings.
2. School staff should be informed of the situation and be alert for future direction from the front office.
3. Classes will not be allowed outside during a tornado watch. This includes P.E. and recess.
4. The principal will designate personnel to assure that all interior and exterior doors and windows are closed

Tornado Warning

1. Tornado siren will be heard from the CS Airport and surrounding schools.
2. When the tornado warning is announced over the intercom, everyone should exit their rooms and proceed to the designated tornado safety zones indicated by the green shaded areas on the evacuation maps.
3. Sweeper teams will ensure everyone is out of the unsafe areas.
4. Take rosters and report missing students to an administrator.
5. Students are to leave belongings and travel quietly to assigned areas, where they will sit quietly.
6. Students playing on fields should immediately be brought into the school and sent to their assigned areas.

7. Once the sirens are silent, an administrator will announce the “all clear”. Staff and students may then return to their classrooms.
8. Roles and Responsibilities
 - a. Principal/Incident Commander
 - i. Decide whether or not to keep students at dismissal
 - ii. Account for all students/personnel
 - iii. Assign roles as needed

Lightning

1. In the event a thunder/lightning storm is identified during school and students are outside, they should be brought back into the school until the lightning subsides.
2. Other classes are not permitted outside until the weather conditions improve.
3. An administrator will notify teachers when it is safe to let students back outside
4. Lightning during dismissal
 - a. An administrator will decide if the students should be kept in the building until the lightning subsides
5. Lightning after school
 - a. It shall be the responsibility of each coach or outdoor activity leader to direct students to shelter in the event of lightning at an after school event.

Flooding

1. If storm is accompanied by severe flooding, prepare students and faculty for full evacuation to higher ground.
2. Activate CRT.
3. Teachers take attendance and notify principal of missing students.
4. Follow standard evacuation procedures if needed.
5. CRT may initiate alternate evacuation and dismissal procedures.

Medical Procedures

Automated External Defibrillator (AED)

1. The AED is located in the High School Commons in a cabinet on the wall between the Cafe and the courtyard doors.
2. If you find an unconscious person:
 - a. Use the radio to contact the office for school medical personnel
 - b. If you cannot reach them by radio, use school intercoms
 - i. HS, MS & Field House—5000
 - ii. High School—4000
 - iii. Middle School—3000
 - iv. Elementary School—2000 (beep) 00
 - c. Call 911

3. AED Certified Staff
 - a. **JICA: No AED at this time**
 - b. **JICES:**
 - i. Vicki Luna
 - ii. Nicole Scott
 - c. **JICMS:**
 - i. Lori Shilling
 - ii. Tammi Oakley
 - iii. Jewell Melillo
 - d. **JICHS:**
 - i. Margie Burnett
 - ii. Mike Prusinowski
 - iii. Nancy Williams
 - e. **JICS Nurse:**
 - i. Kathie Halter
4. Follow instructions on the AED and the instructions of the 911 operator.
5. Complete necessary documentation.

Food Allergy Response

Anaphylaxis is an allergic reaction affecting various system of the body, usually *happens quickly and requires an immediate response*. As each child is an individual, each allergic reaction is unique and will not necessarily follow a prescribed pattern. With this in mind the following guidelines are being presented:

1. Follow applicable federal laws
2. Review the health records submitted by parents and physicians
3. Include food-allergic student in school activities. Students should not be excluded from school activities solely based on their food allergy.
4. Send a letter to parents a couple of days prior to an activity that will include any kind of food brought from home, reminding them of children that have a food allergy.
5. Identify a core team to work with the parents and the student (age appropriate) to establish a prevention plan.
6. Assure that all staff who interact with the student on a regular basis understands food allergies, and the school policies around them.
7. Practice the Food Allergy Action Plans before an allergic reaction occurs.
8. Store medications appropriately, have an emergency kit available that contains a physician's standing order for epinephrine. Allow students to carry their own epinephrine, if age appropriate after approval from the students physician/clinic, parent and school health person.
9. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school regardless of time or location.
10. Review policies/prevention plan with the core team members, parents/guardians, student and physician after a reaction has occurred.

11. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
12. Follow federal/state/district laws and regulations regarding sharing medical information about the student.
13. Take threats or harassment against an allergic child seriously.

Serious Injury/Death

On site or at a school function

1. Call 911
2. Assess Injuries, provide first aid
3. Notify parents/guardians or next of kin that student was injured severely or is seriously ill and to what medical facility transported
4. Notify executive team
5. Decide if lock-down may be required to protect students and/or scene
6. Notify any siblings at the school
7. Decide whether Crisis Team needs to be convened
8. Establish Counseling Center with assistance from District
9. Roles and responsibilities
10. Principal
 - a. Call 911
 - b. Ensure parents/guardians/next of kin contacted
 - c. Decide if lock-down is needed
 - d. Decide if Crisis Team needs activation
 - e. Assist in establishing a counseling center

Missing Children and Abductions

1. Witnessed Abduction or Attempted Abduction
 - a. Call 911 and District 2 Security
 - b. Locate and separate witnesses
 - c. Gather facts about the abduction and a description of the suspect from witnesses
 - d. Notify parents or guardians of the child
 - e. Meet with faculty as soon as possible
 - f. Ask police what information can be released to staff
2. Missing child, no abduction witnessed
 - a. Verify that a child is missing
 - b. Search buildings and grounds
 - c. Call 911 and District Security
 - d. Notify parents and/or guardians
 - e. Convene CRT
 - f. Question child's friends for information and give pertinent information to police
3. Roles and Responsibilities
 - a. Principal
 - i. Call 911 immediately
 - ii. Direct that witnesses be located and separated

- iii. Ensure parent/guardian of child is advised
- iv. Convene CRT
- v. Decide plan of action if missing
- vi. Verify child is missing
- vii. Contact counselors
- b. Teacher/Support Personnel
 - i. Identify friends or witnesses of missing/abducted child
 - ii. Separate from others
 - iii. Any other tasks as assigned
- c. Custodian
 - i. Assist as directed in search for child
 - ii. Assist in separation of witnesses
 - iii. Any other tasks as assigned

Transportation Accidents

1. Notify CEO's office immediately. CEO will contact Transportation and School Administrator.
2. Transportation Manager will:
 - a. Arrange for alternative transportation as needed for staff and students.
 - b. Work with Emergency Responders as needed.
 - c. Complete an after action review.
3. Principal will/or delegate responsibilities to:
 - a. Arrange for Staff Support on-site, if needed, to assist with supervision, accountability, and presence.
 - b. Implement student accountability measures.
 - c. Make contact with parents to pass on critical information about their student.
 - d. Establish a reunification site, either on or off campus, for parents to pick up their students.

Media Relations During A Crisis

1. Notify CEO's office immediately.
2. Direct all media to the Media Relations Coordinator.
3. Media may not be in the building unless escorted by the CEO/CFO.

Index

Automated External Defibrillator (AED) Procedures	12
BOMB THREAT PROCEDURES.....	4
Bomb Threat Checklist	4
CRIMES IN PROGRESS	169
CRISIS RESPONSE TEAM MEMBERS--Administration.....	2
CRISIS RESPONSE TEAM MEMBERS--Schools.....	2
CRISIS RESPONSE TEAMS	2
CRITICAL INFORMATION:	1
DISTURBANCES—LARGE GROUPS/GANGS	8
ENVIRONMENTAL HAZARD	3
EVACUATION PROCEDURE.....	3
EXPLOSIONS	13
Exterior Release	7
Flooding.....	12
FOOD ALLERGY RESPONSE	13
GUNSHOTS ON OR NEAR SCHOOL GROUNDS	11
HOSTAGES ON OR NEAR CAMPUS	10
Interior Release or if instructed by Fire Department to Evacuate.....	7
Lightning.....	12
Active Shooter.....	6
LOCK-DOWN PROCEDURES (Shelter in place)	6
MEDIA RELATIONS DURING A CRISIS	15
MISSING CHILDREN AND ABDUCTIONS	14
Person inside the school building	6
Person outside the school building.....	7
SERIOUS INJURY/DEATH	14
STUDENTS WITH WEAPONS.....	11
Tornado Drills.....	11
Tornado Warning	11
Tornado Watch	11
Transportation Accident.....	15
WEATHER PROCEDURES	11