

# **CRISIS PLAN**

## **LUTHERAN SCHOOL**

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### **Date of Development:**

This Crisis Plan has been developed to provide some direction in the event of an emergency requiring actions and decisions that would benefit from having been established beforehand. Please become familiar with the contents of this Crisis Plan, being certain to clear up any areas of doubt.

## **EMERGENCY PLAN**

Each teacher should have an **EMERGENCY FOLDER** which contains the following:

1. **Emergency Procedures** (fire and tornado)
2. **Class list plus: Home phone of each student** (also a classroom phone tree)  
**Work phone of each student family**  
**Emergency phone numbers for each family**  
**Congregation name, Pastor name, and phone**
3. **Crisis Plan**
4. **Grade Book**...added to folder at time of emergency

## **CRISIS INTERVENTION COORDINATOR**

The Coordinator is in charge of implementing all intervention procedures.

	<b>Name</b>	<b>Phone</b>
<b>Coordinator:</b>		
<b>Alternate:</b>		
<b>Alternate:</b>		

**ALL CHURCH/SCHOOL PERSONNEL ARE TO REPORT TO THE CONTROL CENTER FOR ASSIGNMENT TO DUTIES unless you are a teacher directly in charge of a classroom of students.**

<b>EMERGENCY (paramedic, fire, police)</b>	<b>911</b>
<b>Poision Center</b>	<b>Phone #</b>
<b>Police (non-emergency)</b>	
<b>Fire (non-emergency)</b>	

# CRISIS CONTROL CENTER

The church/school office complex will function as the Crisis Control Center (CCC).

If the office is not usable for any reason, the CCC will be established in \_\_\_\_\_

## TELEPHONE (SPECIAL USAGE)

If the church/school offices are able to serve as the CCC, a telephone will be attached to the fax line. **The fax line will be used for all out-going calls.** Staff individuals will be assigned to the remaining phones to handle in-coming calls.

Determine if cell phones are available to the CCC. These also can be dedicated to out-going calls. The cell phone number(s) can also be given out to receive special return calls and information.

## MEDIA LIAISON

In the event of an emergency should any family members, media representatives, or concerned friends of the family wish to receive information, **they are to speak only to one of the following (listed by priority):**

1. (Sample) \_\_\_\_\_, **Business Manager**
2. \_\_\_\_\_, **Principal**
3. \_\_\_\_\_, **Assistant Principal**
4. **Pastor** \_\_\_\_\_

An appointed teacher if neither of the above are present

This will help ensure that the information shared is as accurate and consistent as possible. Should anyone have update information that has been verified, please forward that information – along with the source of the information – to the above individuals.

When providing to the media information of this nature, **write a script and follow it word-for-word.** This will be very helpful in time of stress and confusion. If asked to provide information that is unknown or determined to be confidential at the time respond, “I do not know that information at this time; I will try to find out.”

**What should and should not be shared with the media?**

**Media can be told to remain off private property.** Keep them away from parents and staff...only the Media Liaison should interact with media representatives.

# **CRISIS INTERVENTION ROOMS**

Should an *individual or small groups* need to be taken somewhere out of the flow of traffic for counseling, please use one of the following:

(Samples) **Faculty Conference Room**  
**Bartelt Center**  
**Christian Life Center**  
**Offices of Pastors or Principal**

Should groups of students or parents need a place to gather and wait while the situation is being sorted out, use one of the following:

(Samples) **Faculty Conference Room**  
**Fellowship Hall**  
**Library**  
**Gymnasium**

# **TELEPHONE AVAILABILITY**

Telephones are available at the following locations:

(Samples) Church/School office  
Faculty Conference Room  
Christian Life Center  
Bartelt Center  
All classrooms  
Staff Work Room

# **PUPIL DISMISSAL FOLLOWING CRISIS EVENT**

Follow directions of police or fire personnel (if present). If it is determined that we should dismiss all students, the media may be contacted following the procedures in place for school closings such as weather conditions.

It may be determined that a classroom phone tree procedure should be implemented. Use of the phone tree rather than media contact will possibly reduce the presence of media representatives.

# **BUILDING EVACUATION...where do we go?**

Should the facility need to be evacuated, everyone should be moved to the far west end of the church/school property...the grass area beyond the end of the parking lot. This will be designated as the pick-up location where parents can meet their child(ren).

## **IN CASE OF EXTENDED ABSENCE FROM THE BUILDING**

Should the building emergency require that the students not be allowed entry to the school building for an extended period of time and weather conditions are such that remaining outdoors is impractical, arrangements will be made to transport all students and staff to  
(Sample) St. Mary Catholic School – Phone #\_\_\_\_\_.

## **INTRUDER ALERT TO FACULTY**

An announcement will be made over the intercom system: **WE HAVE AN INTRUDER SITUATION** – followed by instructions. The police agencies generally recommend that you leave the building to prevent the providing of a bottled-up group of potential hostages. However, there might be a situation where you could be advised to lock your classroom door as quickly as possible. **Listen for directions and act accordingly. Children will need to keep quiet.**

## **RESPIRE AREA FOR POST-TRAUMA PERSONNEL**

Where can adults go to “get away” or recover for a brief moment after the crisis situation has been controlled?

(Samples) **Faculty Conference Room**  
**Bartelt Center**  
**Christian Life Center**

## **FACULTY NOTIFICATION OF TRAUMA/DEATH**

PRIOR TO SCHOOL: Staff phone tree (copy attached)

DURING SCHOOL: Verbally or by note from office on a room-by-room basis. The principal or office personnel will carry this out.

METHOD OF STUDENT NOTIFICATION: Individual teachers will provide basic information to the students. An assembly of all classes may be held to explain facts and join in prayer.

METHOD OF PARENT NOTIFICATION: A letter will be sent home to the school families by means of the children.

## **VISITATION/FUNERAL ACTIVITIES**

Church/school office personnel will check with the family concerning their wishes regarding these activities as well as what information should be shared with the school families. This information will then be shared with the staff, students, and families by appropriate written or verbal means.

## **CRISIS COUNSELING**

Should it be determined that professional counselors would be of benefit in dealing with victims of a crisis situation, the following may be contacted by the Crisis Intervention Coordinator:

(Sample)

Christian Counseling Services

(888-222-4444 and other  
appropriate contact information)

## Emergency Action

Teachers are responsible for instructing their students in the rules and regulations. Practice the procedures; have the children walk through all the steps so they become familiar with and understand the reasons for what is being done.

### Fire

Familiarize yourself with the evacuation routes to be used. Diagrams should be posted near the door in each classroom showing appropriate routes. Also familiarize yourself and your students of the locations of nearby fire extinguishers.

When a fire alarm sounds...

1. Students are to go into **silent mode** so that instructions can be heard.
2. Grab your attendance book and **Crisis Plan**.
3. Close any open windows (you or assigned students).
4. Students are to form a line as they approach the classroom door.
5. **The teacher leads the students while exiting.** If a volunteer or aide is with you, assign that person to follow at the end of the group.
6. The last student to leave the room should close the door.
7. Move at a walk to your designated gathering area. Remind children to remain quiet at the gathering area.
8. Use your attendance book to help you in quickly taking attendance. If anyone is missing, quickly notify a member of the fire department.
9. Remain at your gathering area until further notice or the all-clear is sounded (two consecutive rings of the bells).

### Tornado

The announcement of a tornado warning will be carried out by means of the public address system and a repeated sequence of three rings of the bells. Since this announcement will indicate a tornado **warning**, it will be necessary to carry out the following steps immediately.

1. Any students outdoors must enter the building immediately. Those indoors should not leave the building.
2. Students are to go into **silent mode** so that instructions can be heard.
3. Grab your attendance book.
4. Students are to form a line as they approach the classroom door.
5. **The teacher leads the students while exiting.** If a volunteer or aide is with you, assign that person to follow at the end of the group.
6. The last student to leave the room should close the door. (Do not worry about windows or lights.)
7. Move quickly to the hallway outside your classroom. If you are in the gym or the multipurpose room, move to the hallway alongside the ramp to the office level.

8. When so instructed by the teacher, students are to crouch on the floor. They should hold their hands on the back of their heads face down and away from any glass or outside wall.
9. **Students must remain quiet** and in place until the “all clear” has been sounded...either through intercom message or through 2 rings of the bells.
10. If the building sustains damage from a tornado, wait until the tornado appears to have passed on. Then evacuate the building in the safest manner possible. Watch out for and avoid downed electrical lines that may be in the area.

**Tornado Watch** weather conditions are favorable for development of tornado activity. The principal or office will notify you as needed. **During an actual tornado watch, all activities at school will be limited to indoor activities.**

**Tornado Warning** a tornado has been sighted and immediate safety precautions should be taken.

Should a tornado be sighted by you take immediate action. If indoors, have the children get under anything that offers protection...desks, chairs, (a friend?). If outdoors, have the children simply get flat on the ground; move toward a depression in the ground if there is time.

## **Emergency Evacuations**

This could include a bomb threat or any other man-made disaster. Upon receipt of a telephoned threat or any other confirmed knowledge of possible danger...

1. Notify the police and fire departments...**911**.
2. The fire alarm warning system will be activated...clear the building according to standard procedures for fire drill.
3. Everyone is to remain at outdoor gathering sites. Quiet is to be maintained so that further announcements may be passed along efficiently. “All clear” signal will be two rings of the bells.

In all of these situations, inclement weather may necessitate the moving of the students to an alternate indoor site...(Sample) Holy Cross, for example. Do not, however, effect this change of location until you receive direction to do so.