SCHOOL CRISIS PLAN

TIGER ACADEMY



The purpose of the School Crisis Plan is to prevent and minimize the loss of life, injury, and property damage during any type of disaster at Tiger Academy Elementary School

Crisis Management Team (CMT) Members

Name Assignments Phone Ext.

Charles McWhite School Commander 201

Jacqueline Haynes Safety Commander 207

Davina Parker Operations/Logistics 225

Erin Battle Public Information 124

Arthur Cummings Facilities 222

Guerline Divra Parent Communications 203

Deborah Morton Liaison Officer 214

In the event of an emergency, the CMT members will be notified so that they may respond to the situation.

Emergency Phone Numbers

Fire and Police (Emergency only)………………………………………….911

Jacksonville Sheriff’s Office…………………………………………....630-0500

F.B.I……………………………………………………………………..…………721-1211

Fire Department…………………………………………………………….630-0529

Duval County Communications Office……………………….……..390-2126

J.E.A…………………………………………………………………………….665-6000

Crisis Planning Phases

1. Mitigation and Prevention
   * A school crisis team has been identified and has met to create the school’s crisis plan.
   * An in-house site assessment was created to identify potential areas of vulnerability.
2. Preparedness
   * An emergency phone list has been created of internal and external phone numbers.
   * All teachers have emergency evacuation routes posted in their classrooms.
   * A list of emergency preparedness items has been developed to give to teachers have prepared in case of an emergency.
   * Procedures in place to account for all students during a crisis.
3. Response
   * Tiger Academy has implemented a school crisis plan to prepare for emergency situations.
   * Key staff members have been identified and assigned areas of concentration during a crisis.
4. Recovery
   * Tiger Academy will rely on the YMCA risk management team and City of Jacksonville officials for guidance on how to implement the recovery process after a crisis.
   * The school level crisis team will conduct debriefing sessions in order to determine “lessons learned” and incorporate them into trainings.

List of items needed prepared in case of an emergency

Front Office Staff

Emergency Sheets

Medications

List of Students

Attendance Folders

Substitute Books

Sign Out Sheets

Bullhorn

Teacher Backpacks

Emergency Plan

Class Roster with phone numbers

Gloves

Bandages

Scissors

Whistle

Evacuation Plan

School Crisis Response Plan

Procedures and Responsibilities

**Visitor Policy**

A. All adults coming on campus sign in.

B. Each visitor will be issued a badge by the school office**.**

C. School personnel must report any visitor without a badge to the office.

D. Disruptive adults visiting campus must leave or **police will be** **called.**

**Responsibilities of Personnel During**

**and After Emergency**

The principal is responsible for the overall direction of emergency procedures at the school.

**Principal**

1. Develop an emergency procedures plan designated to minimize injury and the loss of life and to protect property for his or her school site.
2. Arrange for a faculty meeting during the first month of school for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.
3. Post in the school office a chain of command including the names and phone numbers of the persons to succeed the principal in the event of his or her absence or incapacitation.
4. Maintain a list of first aid providers for his or her site.
5. Direct evacuation of building in accordance with procedures.
6. Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
7. Find out names of injured and send staff member with students if transported from school.
8. Keep the names of students who are picked up by parents or persons acting for the parents.
9. Notify the superintendent’s office.
10. Prepare fact sheet to help those answering phones.
11. Communicate event to district media spokesperson.
12. Notify first aid providers to report to site of emergency.
13. Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
14. Maintain control and accountability of students and staff.
15. Assist as directed by the superintendent.
16. Coordinate communication between principal, faculty, and staff.
17. Communicate with parents.
18. Assist as directed by the principal.

**Teachers**

Teachers will:

1. Provide for the supervision of students and will remain with students until directed otherwise.
2. Direct evacuation of students in their charge to designated areas in accordance with school crisis response plan.
3. Render first aid if necessary.
4. Take grade book and call roll after evacuation.
5. Report missing students and staff to principal.
6. Assist as directed by the principal.

**Custodian**

Custodian will:

1. Be responsible for the use of emergency equipment, for the handling of school supplies, and for the safe use of available utilities.
2. Survey and report damage to the principal.
3. Assist rescue operations as directed.
4. Assist fire-fighting efforts until regular fire-fighting personnel take over.
5. Control main shut-off valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
6. Assist in disbursement of supplies and equipment.
7. Conserve usable water and other supplies.
8. Assist as directed by the principal.

**Counselor**

Counselor will:

1. Maintain list of high risk students throughout the year.
2. Identify ‘at risk’ students in current emergency.
3. Provide assistance to students and staff.
4. Communicate with parents.
5. Designate a location for counseling center.
6. Assist as directed by the principal.
7. Report injuries and damage to the principal.

**Instructional Coach**

Coach will:

1. Ensure that all students are in their designated location.
2. Provide assistance for any student that is separated from his or her class.
3. Check the restrooms to make sure they are empty.
4. Monitor their designated areas to ensure classes have arrived safely.
5. Maintain communication with the principal and front office via radio.
6. Assist as directed by the principal.

**Secretarial Staff**

The secretarial staff will:

1. Be responsible for reporting emergency. Call 911.
2. Take enrollment cards and sign-out sheets for off-site student release.
3. Utilize telephones and monitor emergency radio broadcast.
4. Assist as directed by the principal.

**Communication**

The principal will be the official spokesperson for the school. The assistant principal will be responsible in the principal’s absence. Comments in a crisis situation will be made under the supervision of the school district.

The conference room (Room 206) will be the location for the emergency communication post. Interviews will not be conducted at the school site. Media permission to interview students must be given by parents and be conducted off site.

**Communication Chain of Command**

1. Principal – Mr. McWhite
2. Operations Officer – Davina Parker
3. Liaison Officer – Deborah Morton
4. Public Information Officer – Erin Battle
5. Guidance Counselor – Jacqueline Haynes

**Abduction**

Definition: Abduction occurs when a person unlawfully and without consent restricts another person’s movements, and there is knowledge by the person of the restriction and a substantial interference of the liberty of the person restricted. This does not have to be removal of a person from the site but can be the detaining of a person on a school site by an unauthorized person.

**Emergency Procedure:**

* Call 911 for immediate assistance. Identify yourself, the school, and nature of the emergency. Give all the information available, i.e., description of the child and the abductor, names if you know them, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the telephone line until you are instructed to disconnect by the emergency operator.
* The principal will safeguard siblings at any/or all schools.
* The principal will have the area of conflict secured to prevent contamination of site evidence.
* The principal will assist law enforcement (have a copy of the student’s file and pictures, if available).
* The principal will notify the superintendent’s office who will immediately notify the proper departments (security coordinator, crisis coordinator, and public relations coordinator).
* The crisis coordinator will assess needs and convene the crisis management team if necessary.
* The principal will notify parent(s) of the situation and steps being taken.
* The principal will keep witnesses separated to prevent sharing information.

**Plan of Action:**

* The principal will meet with faculty, if possible. Advise teachers about sharing information with students.
* A member of the crisis team will visit missing child’s classroom.
* The crisis team or the school counselor will provide counseling when necessary.
* The public relations coordinator will prepare statement for the media.
* The principal will prepare a fact sheet to help those answering phones.
* Teachers will prepare classmates to be supportive when the child is returned.
* The school counselor will provide follow-up counseling as needed.

The principal will document actions and decisions concerning abduction incident

# Accidents

Definition: An accident occurs when an individual is unintentionally injured.

**Emergency Procedure:**

* The principal will assess nature and extent of injuries.
* The principal will contact first aid providers.
* First aid responders will initiate prompt first aid/medical services with the following:

1. Check person for airway blockage, breathing, etc.

2. Control severe bleeding, treat for shock if necessary.

3. Check for poisoning or ingestion of chemicals.

4. Provide CPR/first aid as necessary until back-up medical services arrive at the scene.

1. Call 911 for emergency assistance. Alternate emergency numbers:
2. School security will remove uninjured students from accident site.
3. The principal will notify the superintendent’s office who will immediately notify the proper departments (security director, crisis coordinator, and public relations coordinator).
4. The crisis coordinator will convene local crisis team, if needed.
5. The principal will notify parents of the nature and extent of injury.
6. The public relations coordinator will prepare statement for the media (if needed).
7. The principal will document actions and decisions concerning accidents.

**Assault of a Student**

Definition: Physical assault is considered to be any intentional act of hitting, pushing, sexual assault, scratching, biting, kicking, or any other such physical contact engaged in, by, or directed toward another student, staff, or visitor to the facility, which results or is intended to result in death, physical injury, or emotional damage.

**Emergency Procedure:**

1. The principal will notify law enforcement by calling 911or 630-0500.
2. The principal will notify the victim’s parents.
3. The first aid responder will provide medical attention if there are injuries.
4. The principal will protect the identity of the victim.
5. The school counselor and/or the crisis team will provide counseling for the victim and the victim’s family.
6. If the alleged assailant is a student, the principal will notify his or her parents and request a conference.
7. The principal will follow board policy and due process procedures regarding disciplinary action, questioning of student, and students taken into custody.
8. The principal will notify the superintendent’s office.
9. The principal will document actions and decisions concerning assault incident.
10. Must notify law enforcement, Youth Court and the parents of the assault

**Bomb Threat**

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site.

A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

1. When is the bomb going to explode?

2. What kind of bomb is it?

3. What does the bomb look like?

4. Where did you place it? (Attempt to get the caller to identify the building or location.)

5. Why did you place the bomb in the school?

**Emergency Procedure:**

1. Clerical staff will immediately notify the principal/designee of the bomb threat.
2. Clerical staff will document the threat (use the bomb threat checklist).
3. The principal will notify law enforcement by calling 911.
4. The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
5. The principal will evacuate the building, if warranted (1000 feet or more).
6. A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
7. The principal will notify the superintendent’s office who will immediately notify the proper departments.
8. The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
9. The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
10. The principal will be responsible for conducting a search plan drill at least once each semester.
11. Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
12. Teachers will take class backpacks with school information and notify the principal if someone is missing.
13. The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Policy/Fire Departments

**Building Evacuation Plan**

The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, loss of a building’s structural integrity, hazardous materials and other crises requiring evacuation.

**Emergency Procedure:**

1. Students and staff will move to assigned evacuation locations.
2. Teachers will follow students out and stay with students.
3. Teachers will check roll to determine if any students are missing.
4. Teachers will report missing students to principal.
5. Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal.
6. Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.

**Confrontation With Person in Possession of a**

**Weapon**

Definition: An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. The armed person may be a student, staff member, parent, or community member.

A weapon is any instrument which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosive device, fireworks or other incendiary device, throwing instrument, firearm silencer, ammunition, blackjack, night stick, screwdriver, homemade weapon, or any other device classified as an unlawful weapon, or which may produce bodily harm or death, or any instrument possessed with the intent to use for the above purpose.

**Emergency Procedure:**

1. Immediately report situation to principal.
2. The principal will determine if the situation is an emergency.
3. Call 911. Make sure the 911 operator understands that there is an armed person inside the school; and give his or her last known location; give a description and any other information you may have. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
4. Notify all teachers that you have an emergency situation. Pass the emergency signal over the PA system and then announce “**Code Red”** which will alert all teachers to follow the district’s policy on code red alerts. All classroom doors should be locked at the sound of the emergency signal.
5. Students and staff should move away from doors and glass.
6. Notify the school district immediately; they will notify the proper departments.
7. Notify all students outside their classroom (including those outside the school building) to report to the nearest safe classroom. All students should be brought into a locked area.
8. Teachers should call roll and list the names of missing students on index card to be reported to principals later. Also list the names of students in room and not on roll, to be given to the principal later.
9. If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
10. Students and staff will not reenter the building until the building has been evaluated and determined safe by the police department.
11. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
12. Do not attempt to disarm any individual with a weapon.
13. Do not panic. Establish a psychological advantage by remaining calm.
14. Do not make threats, challenges, or in any way antagonize the person in possession of the weapon.
15. Constantly assess the situation. Does the individual vacillate concerning the intended use of the weapon, or does he/she seem to want attention?
16. Do not condone the individual’s actions.
17. In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions. For example, if other individuals are present, request that they be allowed to leave the area.
18. Observe the weapon carefully and try to obtain enough information about it so that a description can be given to school security/law enforcement officers.
19. Attempt to isolate the individual if possible.
20. Move slowly and with confidence.
21. Comply with the individual’s demands as long as they are reasonable.
22. The principal will document actions and decisions concerning weapon incident.

**FIRE**

**Emergency Procedure:**

1. Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
2. Call 911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
3. Evacuate immediately. Exit through the nearest safe exit using all available doors.
4. Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
5. Teachers will follow students out and stay with students.
6. Teacher will call roll and report missing students to the principal.
7. Notify the central office immediately. They will notify the proper departments.
8. Students and staff should not return to the building until Fire Department officials declare the area safe.
9. Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
10. The principals will update and post evacuation routes in each room annually.
11. Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
12. Render first aid, if necessary.
13. The building principal will be responsible for conducting one fire drill each month after the first month of school.
14. The principal will document actions and decisions concerning fire incident.

**Medical Emergency**

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

**Emergency Procedure:**

1. Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
2. Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
3. Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
4. Administer first aid.
5. Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
6. First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
7. In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
8. No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
9. A student should not be left at home unattended.
10. All medical incidents should be documented.

**Intruder**

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observe a visitor in the building or on the school campus without a visitor’s badge should call the office. The principal/designee will determine if it is a serious situation.

**General Procedure:**

1. Staff to stop strangers.
2. Inquire as to their business in building.
3. Direct stranger to the office and explain the visitor’s policy.
4. If stranger refuses to cooperate break contact and call the office.

**Emergency Procedure:**

1. Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
2. Notify all teachers that you have an emergency situation. The emergency signal is “**Code Red”.** Please keep all students inside your classroom until further notice.”
3. Teachers will post look out and call roll.
4. List the names of missing students on an index card. Cards will be collected by the school safety team.
5. Principal will notify the district office.
6. All classroom doors should be locked at the sound of the emergency signal.
7. Teachers and students should move away from door and remain quiet and seated.
8. Notify all students outside their classrooms to report to the nearest safe classroom.
9. All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

**Severe Weather**

**Tornado, Thunderstorm, Hurricanes, Severe Winds**

Definitions: A hurricane is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counter clockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop.

Tornado warning means that a tornado has been formed and sighted.

**Emergency Procedure:**

1. During severe weather, the principal should review emergency procedures for his or her site.
2. During severe weather, the front office staff will monitor appropriate weather radio systems.
3. Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
4. During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance. Students and teachers should be seated on floor with their backs to corridor walls.
5. During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
6. Teachers should check roll and notify the principal if someone is missing.
7. The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
8. The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.

**Emergency Telephone Numbers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Home** | **Cell** | **Office** |
| **Executive Director** | **Susan Golden** |  | **616-7196** | **309-6842** |
| **YMCA President/CEO** | **Eric Mann** |  |  | **265-1780 x221** |
| **CFO** | **Penny Zuber** |  | **207-4192** | **265-1800 x 217** |
| **Communications Director** | **Nikos Westmoreland** |  | **635-0954** |  |
| **VP of Risk Management** | **Tammy Miller** |  |  | **265-1805** |
| **VP of Asset Management** | **Kathy Womack** |  | **759-9114** | **265-1782 x 230** |
| **District Crisis Team** |  |  |  |  |
| **School Maintenance Supervisor** | **Arthur Cummings** | **329-4680** | **304-6964** |  |
| **School Police/Security** |  |  |  | **858-6100** |
| **Principal** | **Charles McWhite** | **786-7054** | **343-3470** | **309-6841** |
| **Office Manager** | **Guerline Divra** |  | **407-455-0491** |  |

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| --- | --- | --- | --- |
| **Department** | **Phone Number** | **Department** | **Phone** |
| **Sheriff’s Office** | **630-0500** | **Police** | **911** |
| **Fire Department** | **630-0529** | **F.B.I.** | **721-1211** |