

CRISIS MANAGEMENT ACTION OUTLINE

1/14/2011

PEOPLE CRISIS

Assault

1. Confirm information & report to Building Office
2. Assess & report status of victim
3. Provide accurate information on assailant and their location
4. Provide first aid as needed and/or Call 911 as needed
5. Notify District Office

Bomb Threats

1. Notify Building Administration/Notify District Office
2. Call 911 and report the threat
3. Complete the Bomb Threat Checklist
4. Evaluate the validity of the threat. Is the threat credible?
5. Building/area search without evacuation (overt/covert)
6. Evacuate and search if deemed appropriate
7. Upgrade if a suspicious package is discovered by search team

Death of a student/staff

1. Confirm information
2. Call District Office
3. Assemble Building Crisis Management Team
4. Notify staff
5. Obtain personal data
6. Secure personal items

Disruptions/Intruder/Missing Child or Abduction

1. Assess (confirm) situation/call 911 as needed
2. Secure building/take attendance
3. Call District Office
4. Assemble Building Crisis Management Team
5. Notify staff/use pre-arranged codes
6. Notify parents

Field Trips

1. Assess and confirm information – know precise location
2. Use predetermined, appropriate communication devices and telephone numbers (Call 911 – if needed)
3. Notify Building Administration of situation
4. Locate, refer to & use crisis information and resources on hand
5. Account for all persons on trip

Medical Emergencies

1. Assess situation - Determine if situation affects total school population, small group, or individual
2. Determine if emergency medical personnel are required. If so, call 911 and District Office with crisis information
3. Initiate CPR/First Aid/AED as needed
4. Assemble Building Crisis Management Team
5. Notify staff
6. Determine status of students not affected

Poisoning

1. Call 911
2. Call Poison Center Hotline 1-800-222-1222
3. Activate building medical staff
4. Utilize building knowledge (MSDS Sheets or Computer)
5. Call District Office

6. Locate emergency contact information of participants

NATURAL DISASTERS

Earthquake

1. Sound alarms – provide notification
2. Evacuate building or take protective positions
3. Assemble Building Crisis Management Team
4. Call Service Center with crisis information
5. Call District Office
6. Activate building crisis plan

Fire

1. Sound alarms
2. Evacuate building
3. Call 911
4. Take attendance at designated place
5. Assemble Building Crisis Management Team
6. Call Service Center with crisis information
7. Call District Office

Lightning

1. Take cover inside the nearest safe structure.
2. If outside and no shelter is available, immediately crouch into a ball position with feet on the ground.
3. Stay away from trees or other tall isolated structures.

Pandemic

1. Check with local, county & state health officials for latest info
2. Stay home with flu like symptoms
3. If in school - separate sick students and staff
4. Emphasize hand hygiene & respiratory etiquette
5. Routinely clean areas that students & staff touch
6. Those with high risks seek early treatment

Severe Weather and Floods

1. Confirm information
2. Post observers as warranted
3. Assemble Building Crisis Management Team
4. Call 911 (if needed)
5. Call Service Center with crisis information
6. Call District Office
7. Activate building crisis plan for severe weather

Tornado

1. Sound alarms – provide notification
2. Take protective positions
3. Assemble Building Crisis Management Team
4. Call 911 as needed
5. Call Service Center with crisis information
6. Call District Office
7. Activate building crisis plan

**** When in doubt, call 911 ****

**** Access situation & Confirm Information ****

**** Record Information about crisis incident ****

**** Plan time for debriefing after crisis ****

**** Refer to crisis manual for additional details ****

**** Any time you evacuate the building, take attendance ****

PHYSICAL PLANT/TECHNOLOGICAL HAZARDS

Anthrax Threats

1. Become aware of indicators of suspect letters and packages
2. If unopened and not leaking a substance:
 - ♦ Call 911 and report factual information
 - ♦ Call District Office
 - ♦ Clear the room and wait for emergency personnel to arrive
3. If opened and substance found (or leaking):
 - ♦ Place letter/contents in package and seal in a plastic bag
 - ♦ Wash hands immediately with soap and water
 - ♦ Call 911 and report factual information
 - ♦ Call District Office
 - ♦ Remain in the room and wait for emergency personnel to arrive
4. Shut down HVAC unit to impacted area

Chemical/Hazardous Material Release

1. Assess situation use MSDS (material data safety sheets)
2. Call 911
3. If inside, evacuate building. If release is outside, shelter in place
4. Take attendance – account for all persons
5. Call Service Center
6. Call District Office
7. Assemble Building Crisis Management Team
8. Activate Shelter in Place Plan as needed
9. Listen to district, local media or other information updates

Emergency Early Dismissal of School

1. Call District Office and discuss situation
2. Once decision is made for dismissal, activate plan of needed action steps provided in Crisis Management Manual.

Explosion

1. Evacuate building – assess situation
2. Call 911
3. Call Service Center
4. Call District Office
5. Assemble Building Crisis Management Team
6. Determine scope of crisis-take attendance

Gas Leak

1. Evacuate building – assess situation
2. Call 911
3. Call gas company at _____
4. Call Service Center
5. Call District Office
6. Assemble Building Crisis Management Team
7. If needed after evacuation move students/staff to safe area

Utility Outage (Electric, Water, Phones, Computer, etc)

1. Assess situation – check building to determine any damage
2. Call Service Center
3. Call utility provider
4. Call District Office
5. Locate and check utility shut off valves or switches
6. Assemble Building Crisis Management Team

