

RADNOR TOWNSHIP SCHOOL DISTRICT



CRISIS PROCEDURE MANUAL

Prepared by: Radnor Township School District – Safety Committee

Revised December 2011

IMPORTANT PHONE NUMBERS

Snow Emergency # 457
RTSD Emergency Line 610-688-8104
Superintendent 610-688-8100 ext. 6040
Assistant Superintendent 610-688-8100 ext. 6041
Personnel 610-688-8100 ext. 6121
Operations 610-688-8100 ext. 6103
Business Administrator 610-688-8100 ext. 6134
Communications Coordinator 610-688-8100 ext. 6119
Security Department 610-688-8100 ext. 3717
Transportation 610-688-8100 ext. 3365

BUILDING IMPORTANT PHONE #

Name	Phone #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ADDITIONAL POTENTIAL RESOURCES

Community:

Police - Fire – Ambulance
Poison Control
Penn Medicine at Radnor
Paoli Memorial Hospital Emergency Room
Bryn Mawr Hospital Emergency Room
Children & Youth Services of Delaware County

911 and main # 610-688-0500
800-222-1222
610-902-5656
610-648-1043
610-526-3582
610-713-2000

Educational Resources:

Project Reach
Youth Response Network
I.U. Crisis Coordinator
RTSD Tragedy Management Plan

610-352-4703
610-565-4880 ext. 3212
610-565-4889

DISTRICT CRISIS TEAM • IMPORTANT PHONE NUMBERS OVERVIEW

This Crisis Procedure Manual includes procedures that are designed to handle a number of crises that could occur in this District. These procedures do not cover every situation that might develop and it may not always be possible to follow every procedural step. This guide should be used with both your Building Crisis Team Plan and the Radnor Township School District Tragedy Management Plan.

AFTER SCHOOL ACTIVITIES

Sponsors or chaperones of after school activities should clarify with the building principal in advance any responsibilities they will have in the event of an emergency. In an emergency, the designated individual(s) of the after school activity should take responsibility for responding to the situation and then notify the building principal so that he/she may respond to the crisis as outlined in the Radnor Township School District Crisis Procedure Manual.

GENERAL CRISIS GUIDELINES

1. Keep calm. Do not panic.
2. Those not directly involved should continue their usual activities. Avoid crowds and excitement. Most problems are best handled in private.
3. Evaluate the situation in terms of:
 - * Immediate risks or danger? If so, dial 911.
 - * Who is best able to handle this situation? Send for them immediately.
 - * What is the most appropriate immediate action to take?
 - * What are secondary concerns (comforts, first aid, reassurance)?
4. Inform the Building Administration, who will inform the Superintendent's office. (See Media Procedures)
5. Remain with your students. Keep your attendance book.
6. A written report including all pertinent facts and actions relating to the emergency should be made as soon as possible.
 - * Keep a copy of the report you submit.
 - * Enter the time, duration and date.
 - * List names of witnesses.
 - * Describe the condition of the physical location, such as "oily", "wet", "paper-strewn", "bloody", etc.
 - * Describe the emergency situation.
 - * Describe the condition of the persons in the emergency.
 - * Include relevant comments, verbatim, if possible.
7. Direct outside inquiries to the Communications Office. (610-688-8100 Ext. 6119)

BUS ACCIDENT

If a serious bus accident occurs outside Radnor Township, call the Radnor Township Police dispatch center 610-688-0500 and give detailed information and the police will be able to assist.

1. Notify the Superintendent or Assistant Superintendent who will contact the Building Principal(s), Director of Transportation and if appropriate, the building and/or District crisis teams.
2. Designated school personnel will go to the scene of the accident to identify and comfort students.
3. Designated personnel will be available in the transportation office and principal's office to answer parental questions.
4. Refer to the Media Procedures for dealing with the media and communicating with staff and parents.

FIELD TRIP INCIDENT

The school office, the communications office, and the trip coordinator must have copies of the following:

1. Student list by assigned vehicle. A listing of students who are assigned to a particular bus must be in the possession of the driver. (Pennsylvania State Law)
2. Supervision list by assigned vehicle.
3. Chaperone list by assigned vehicle.
4. Map of intended route.
5. Name of bus company with contact person and phone number.
6. List of students, home phone numbers or contact person's phone number.

CHEMICAL SPILL/TOXIC FUMES/HAZARDOUS MATERIAL ACCIDENT

If spills/fumes occur outside the school building, the principal/designee will instruct the faculty accordingly:

1. Contact Superintendent's office (610-688-8100 ext. 6040) and keep District Administration notified of steps being taken.
2. Contact Director of Operations Office (610-688-8100 ext. 6103).
3. Principal/designee should have the following information available for the Director of Operations/designee and fire/police department upon their arrival:
 - * Person(s) knowing the location and type of hazardous material.
 - * Floor plans and internal systems information.
4. Keep students inside the building. Close all windows.
5. Establish contact with police, fire and health department (if directed to do so by Administration).
6. Prepare plans to evacuate the building if necessary.

In the event a person comes in direct contact with a suspected hazardous material, follow safety precautions posted on-site or listed on container. Poison Control can be contacted at 800-222-1222, if necessary.

If evacuation of the school building is necessary:

1. Contact Superintendent's office.
2. Principal/designee will evacuate the building, using standard fire emergency procedures.

Instruct students to move upwind from the spills/fumes in order to by-pass the affected area. Teachers should be sure to take roll book and take roll once outside.

BUS ACCIDENT • FIELD TRIP INCIDENT • HAZARDOUS MATERIALS

EVACUATION /ALTERNATE SCHOOL LOCATIONS

If emergency personnel determine that students need to be relocated from the building:

1. Notify the Superintendent's office. (610-688-8100 ext. 6040)
2. Make arrangements for the transportation/accommodation of students with special needs with the Director of Transportation. (610-688-8100 ext. 3365)
3. Superintendent's office and/or the Communications office will keep the media informed of evacuation/relocation plans so that parents will have accurate information.
4. Alternate school locations:

From:	To:
High School	Radnor Elementary
Middle School	High School
Ithan Elementary	High School
Radnor Elementary	High School
Wayne Elementary	Middle School

5. In the event of a District-wide evacuation, students will be relocated to Valley Forge Military Academy and Junior College under the direction of the Superintendent.

ELECTRICAL POWER OUTAGE

1. Principal/designee will notify Director of Operations.
2. Principal/designee will notify teachers to hold classes until further notice.
3. Maintenance staff will locate the problem and report findings to Director of Operations.
4. Director of Operations will contact the Principal and Superintendent's offices and advise them of the situation.
5. If necessary, the Superintendent may authorize the Evacuation/Alternate School Location Plan.

SEVERE STORMS/OTHER WEATHER-RELATED EMERGENCIES

1. If a severe storm or other weather-related emergency impacts the area, the Superintendent will determine if school will open for the day.
2. Staff and parents should listen to designated radio stations/ TV Stations for early morning reports. (Radnor School District #457).
3. Emergency information is also available via the District Emergency line at 610-688-8104.
4. The Superintendent will determine the action to be taken and advise all Principals and Administrators.
5. When a decision is made to close schools, the Superintendent's office will notify the Radnor Township Police Communication center (610-688-0500).
6. The communications office will notify radio and television stations. Refer to Media Procedures.

EVACUATIONS • POWER OUTAGE • SEVERE WEATHER

FIRE ALARM EMERGENCY

1. Once the fire alarm system is activated, all staff are to follow standard fire evacuation procedures.
 - * Teachers should take roll book and take roll once outside.
2. Principal/designee will check area of alarm to assess situation.
3. Principal will notify the Superintendent's office (610-688-8100 ext. 6040) and the Supervisor of Security (610-688-8100 ext. 3717), and will ensure that the fire company has been notified.
4. When fire company arrives, the principal should have available the following:
 - * Floor plan of the building.
 - * Maintenance personnel.
 - * Location and type of fire if known.
 - * Knowledge and location of anyone remaining in the building.
5. Refer to Media Procedures.

TORNADO

Information regarding tornadoes will be broadcast on the Weather Alert Warning radio in your main office.

1. TORNADO WATCH - means no funnel clouds have been sighted, but tornadoes can be expected to occur.
 - * If a Tornado Watch is declared, be prepared to evacuate quickly and be alert for special instructions.
2. TORNADO WARNING - means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.
 - * Stay away from windows.
 - * Get beneath heavy furniture. Otherwise, lie face down, head covered, along the wall of an interior hallway on the lowest floor available.
 - * Avoid auditoriums, gyms, or any room with a wide free span roof.
 - * If a tornado strikes the building, follow the same procedure that is used after an earthquake when the tornado passes.

EARTHQUAKES

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. The school staff and students should be guided by the following:

IF INDOORS:

1. Do not panic. The rolling motion of the earth is frightening but not dangerous.
2. To protect from falling objects, take cover in this manner:
 - * Get beneath a desk, table or bench. If possible, cover head with coat or other clothing to minimize injury.
 - * If no cover is available, get against inside doorway or crouch against inside wall and cover head.
 - * Stay away from outside walls, windows, or other expanses of glass.
3. All doors should be left OPEN to minimize jamming if the building shifts.
4. Stay put and take best cover. Do not attempt to run through the building or to go outside because falling objects may cause injuries.
 - * If in an area with no desks or furniture, get against the inside wall or inside doorway and crouch.

IF OUTDOORS:

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take roll count of students and report to Person in Charge as soon as safe.
4. Do not attempt to enter building until authorized to do so.
5. Do not light fires or touch fallen wires.
6. Be alert for instructions from Person in Charge.

BOMB THREAT PROCEDURES

1. Stay as calm as possible - use checklist at the bottom portion of this page.
2. When caller hangs up, immediately dial 911 FROM ANOTHER PHONE.
3. Principal will notify the Superintendent's office at extension 6040.
 - * Principal will also contact:
 - Supervisor of Security, ext. 3717
 - Director of Operations, ext. 6103
 - Communications office, ext. 6119
4. The Principal, with discretion, will inform staff of the bomb threat and any steps to be taken, such as remaining in rooms until the all clear is given, or the Principal may evacuate the building according to fire drill procedures.
 - * Halls and restrooms must be checked and all students must be accounted for.
5. The Principal/and or Director of Operations/designee will meet with the police/fire department search teams to decide on the procedure for checking the building.
6. If at any time the threat is considered valid, standard fire drill procedures will be used.
 - * Evacuate at least 300 feet from the building.
 - * Plan for an alternate location if needed.
7. When the building is determined to be safe, resume whatever schedule is needed.
8. Debrief staff and students. (see Media Procedures)
9. If a written threat is received, protect the original message (in plastic or other covering) to preserve fingerprints and other identifying marks.
10. Person who received threat will provide an accurate written report.

BOMB THREAT CHECKLIST

Time: _____ Date: _____

DO NOT HANG UP, USE ANOTHER PHONE TO CALL POLICE

Record the exact words used by the caller:

- Ask: At what time will the bomb activate?
- Where is the bomb?
- What does the bomb look like?
- Why are you doing this?
- Who are you?

Evaluate the voice of the caller:

_____ Male/Female/Child	_____ Accent/American/Disguised
_____ Young/Middle-aged/Old	_____ Normal/Stuttering/Lisping/Slurred/Clear
_____ Calm/Agitated	_____ Angry/Crying/Excited
_____ Intoxicated	_____ Giggling/Sincere
_____ Familiar	_____ Slow/Fast OTHER: _____
_____ Sure/Unsure	_____ Loud/Soft _____

Background noise:

Music Conversation Typing Traffic Machine Noise Airplanes Children/Other:

Call received by: _____

CHILD/STUDENT ABUSE

Pennsylvania state law requires schools to report suspected child abuse

1. As soon as possible, notify the Principal of any suspected abuse.
2. The Principal will notify the school nurse, counselor, social worker and Superintendent.
3. The school nurse, in the presence of one other person on the school staff, will examine the student to determine if abuse has occurred (for physical abuse only).

DO NOT INTERVIEW VICTIM, BUT DO WRITE DOWN ANY STATEMENT MADE BY VICTIM.

4. Principal/designee will notify local Children and Youth Services of Delaware County at 610-713-2000.
5. Within 48 hours, a written report of suspected child abuse must be submitted to the building Principal by the person who originally reported the suspected abuse. It is strongly suggested that reporting be done through administration and staff assigned to this responsibility.
6. DO NOT CALL PARENTS. This will be done by the Superintendent or designee.
7. Principal will fill out an incident report as soon as possible.

INTRUDER/CONFRONTATIONAL PERSON IN BUILDING

Schools have a procedure to communicate when an intruder is in the building that includes announcing a code word over the PA system (See Lock Down Procedure).

1. First person to notice intruder (person with a weapon or person who is upset or acting out of control) will notify Principal.
2. Principal will notify Police at 911, Superintendent (610-688-8100 ext. 6040), Director of Operations (610-688-8100 ext. 6103), and Supervisor of Security (610-688-8100 ext. 3717) of any emergency situation.
3. Principal or his/her designee will make an announcement: All students are to remain in their classrooms.
4. Lock the classroom door, if possible. Do not allow students to leave the classroom. Students should be seated on the floor next to an interior wall, away from windows and doors until further notice.
5. Teachers will take an accurate count of students.
6. Principal will designate personnel to monitor hallways and other areas of the building and to direct students not in class to a safe area.
7. Staff will communicate to office any information regarding the intruder.
8. Refer to Lockdown Procedure.
9. Refer to Media Procedures.
10. Complete detailed incident report at the earliest opportunity.

COMPUTER E-MAIL THREAT

1. When the message is received, print the message exactly as it appears on the screen. Leave the message on the computer screen.
2. Do not respond to the message sender.
3. Contact your building administrator immediately, and show the message and printed copy. Building administrator should contact the Superintendent's Office for further instructions.
4. If there are file attachments associated with the message, do not open them. Notify the Technology Office (Ext. 6133) so the appropriate action can be taken.

**CHILD STUDENT ABUSE • INTRUDER/CONFRONTATIONAL PERSON •
COMPUTER E-MAIL THREAT**

STUDENT/STAFF DEATH OR SERIOUS INJURY IN BUILDINGS

1. Secure the area, disturb as little as possible and limit access until authorities arrive.
2. Notify Principal or designee.
3. Principal will notify the police, Superintendent's office and Supervisor of Security.
4. Principal will obtain facts concerning the incident, details of the death or serious injury.
 - * Clarify facts. Consider confidentiality issues. Determine who should contact the family.
 - * Inform staff as soon as possible, i.e. staff meeting, written or telephone notification. Notify other schools that are affected.
 - * Provide an opportunity for students and staff to express their feelings. Offer a place in the building for students/staff to meet with guidance counselors and/or psychologist.
 - * Decide if there should be a time for parents to meet and/or send a letter to inform parents of the death/serious injury.
 - * Keep any and all available witnesses at the scene.
5. Refer to Media Procedures.
6. Fill out District incident report.

RAPE/SUSPECTED RAPE

1. Get the victim to a private area, free of any disruptions.
2. Do not leave the victim alone.
3. Notify the Principal/designee.
4. Do not attempt to interview the victim; however, make a note of any statements made by the victim.
5. Do not allow the victim to wash or remove any items of clothing. However, if the victim removes any clothing, bag each piece in its own paper bag, using latex gloves.
6. Principal/designee will contact the police department to respond.
7. Principal will contact Superintendent's office.
8. Get permission from police if the school is to contact parents.
9. Refer to Media Procedures.
10. Principal/designee will ensure that a written account of the school's actions are on file.

MISSING CHILD

If this incident occurs before, during or after the school day, the following procedure will be activated by office personnel immediately after the report of the missing child is received.

1. Notify Principal immediately.
2. Make all School announcement, asking the child (by name) to report to the office.
3. The homeroom teacher will be called to verify the child's last known whereabouts and class schedule.
4. If student is not found, notify Superintendent's office, Supervisor of Security and police.
5. Principal will notify police with the following information:
 - * Child's name
 - * Address
 - * Physical and clothing description
 - * Medical status, if appropriate
 - * Time last seen
6. Principal will notify parents of missing child and inform the parents of steps being taken.
7. If an incident occurs after school, attempt to verify the child's after school schedule with their homeroom teacher or parent.
8. Call Transportation Department to check if the child is or was on the bus.
9. Check with duty teachers/coaches to see if anyone can verify the child's last presence at the end of the day.
10. Check with homeroom teachers, parents and child's friends to gain knowledge of the child's after school plans or activities.
11. An incident report should be filled out.

CUSTODY ISSUES

In the event that a non-custodial parent or unidentified adult attempts to take a student from the school building, the Principal/designee is to be notified. If a faculty member is aware that a non-custodial parent or unidentified adult enters the school building, the faculty member should escort this person to the school office to await further instruction.

The Principal/designee will follow through by:

1. Providing adult supervision for the student for as long as it is necessary.
2. Informing the counselor of the incident.
3. Keeping an accurate record of the circumstances and actions.
4. Contacting custodial parent/guardian of child.
5. Notifying the police, if the situation warrants.

DEATH & SERIOUS INJURY • RAPE • MISSING CHILD • CUSTODY ISSUES

KIDNAPPING (WITNESSED OR CONFIRMED ABDUCTION)

1. Notify building Principal/designee IMMEDIATELY.
2. Principal/designee to notify police IMMEDIATELY.
3. Principal/designee will notify the Superintendent's office and Supervisor of Security.
4. Principal will notify parents.
 - * Inform them of the incident.
 - * Inform them of steps being taken.
5. Principal will have available for the police the following information:
 - * Name, sex, age, address, dress, general physical description of the child, and picture, if available.
 - * Any suspect information such as description, any vehicle information such as type, color, make or model, direction, who was driving, number of people in the car.
 - * Any available witnesses.
6. Refer to Media Procedures.
7. Complete District incident report.

ASSAULT ON STUDENT OR STAFF

When in doubt concerning the seriousness of an offense, call the police. The striking of any staff by a student and/or the striking of a student by a staff member should be considered a criminal offense.

1. Notify Principal.
2. Contact school nurse if any medical treatment is needed.
3. Principal will notify the Superintendent's office and Supervisor of Security.
4. Principal will assign a staff member to collect the names of suspects and/or witnesses.
5. Try to locate and isolate the suspect, if this can be done in a non-confrontational manner.
6. After collecting the necessary facts concerning the incident and speaking with Superintendent, a decision will then be made to call the police or not.
7. Principal will fill out the District incident form.

POTENTIAL AND THREATENED SUICIDE

Suicide threats must always be taken seriously and intervention should be immediate. Concern for safety must come ahead of confidentiality. Also, we must consider hopelessness and despair, selfdestructive behavior and self-destructive comments, either stated or written, as serious concerns.

If a person is in immediate danger:

1. Notify Principal/designee.
2. Principal/designee should assign someone to call 911 to apprise of situation.
ASK THAT POLICE OR EMERGENCY RESPONSE BE MADE WITHOUT SIRENS.
3. Talk calmly with the person until appropriate personnel arrive. Remember, Be Positive - Engage the person in conversation - Do not become confrontational - Do Not make fast movements toward the individual.
4. When trained personnel arrive, defer to their judgment on the course of action to be taken.
5. Principal/designee will notify the Superintendent's office and complete an incident report.

If the person is not in immediate danger:

1. Escort person to trained school counselor/psychologist or have counselor/psychologist come to escort person to their office for appropriate intervention.
2. Notify Principal/designee of the situation and actions taken.
3. Principal/designee will assure that the situation is handled appropriately.
4. Principal/designee will notify the Superintendent's office and complete an incident report.

DRUG OVERDOSE/POISONING/ALLERGIC REACTION

1. Notify school nurse (if on site) who will notify proper authorities if necessary. Poison Control phone # 800-222-1222.
School Nurse telephone numbers are: High School: x3558, Middle School: x6219, Ithan Elementary: x5103, Wayne Elementary: x4103, Radnor Elementary: x2363
2. Notify the Principal, who will notify the Superintendent's office of the situation.
3. Designate a person to check school medical file.
4. Principal/designee will contact parents.
5. Complete District incident report.

KIDNAPPING • ASSAULT ON STUDENT OR STAFF • SUICIDE • DRUG OVERDOSE

WEAPONS

Verbal Threats

A student's threat to bring a weapon to school or to use a weapon should always be taken seriously. Notify appropriate staff (Principal, guidance counselor, social worker, psychologist, administrator) to assess the degree of risk.

Suspicion of Having a Weapon in School

1. If anyone suspects a student to be in possession of a gun anywhere in the building, report to the Principal immediately. The Principal will notify 911 and then the Superintendent's office.

2. If student reports or other evidence leads a staff member to suspect that a student has a gun in the classroom, do not leave the room. Contact the office or ask a nearby staff person to contact the office. Confidentially share your suspicion. Continue with normal classroom activities until an administrator and/or a security or police officer arrive(s).

Weapon Seen

1. Stay calm. Do not be heroic.

2. Seek help from nearest faculty member or adult.

3. Notify the Principal's office.

4. Separate the individual from the group, if possible.

5. Keep yourself and others away from the weapon.

6. Attempt to reason with the individual, but do not threaten and do not blame.

7. Ask the person(s) to put the weapon down, out of everyone's reach.

KEEP AN ACCURATE RECORD OF CIRCUMSTANCES AND ACTIONS TAKEN.

SHOOTING INCIDENT ON OR OFF CAMPUS

(SHOTS HAVE BEEN FIRED)

1. Principal to call 911.

2. Principal to contact the Superintendent's office, Director of Operations and Supervisor of Security and advise them of the situation.

3. Notify all teachers to remain in their classrooms and lock all doors until further notice. This is done by announcing a code over the PA system. (Refer to Lock Down Procedure)

4. Designate a person in the main office to monitor classroom intercom.

5. Do not attempt to go through the building to assess the situation. Wait for the police and allow them to handle the situation.

6. Refer to Media Procedures.

HOSTAGE SITUATION

The Principal will be cooperating with the police and will direct the school staff.

1. If you are a hostage:

- * Do not agitate the captor(s).
- * Use judgment in following directions of captor(s).
- * Do not provide more aid and support to the captor(s) than is essential to the survival of the students and yourself.
- * Try to establish a person to person relationship with the captor(s).

2. If you observe a hostage being taken:

- * Immediately inform the Principal/designee.
- * Report as many details as you observed: location of hostage taking, number of captor(s), appearance of captor(s), type and number of weapons, number of hostages, demands of the captor(s).
- * Later submit a report of the incident to the Principal's office.

3. Responsibilities of Principal/Designee:

- * Call 911.
- * Give pre-planned code for building. (Refer to Lock Down Procedure)
- * Designate personnel to monitor hallways and other areas of building and direct students not in class to a safe area and maintain calm.
- * Notify Superintendent's office, Director of Operations and Supervisor of Security.
- * Assign a staff member to liaison with police and provide building floor plan.
- * Inform office staff as to appropriate information to give to callers.
- * Make a list of those being held hostage.
- * Refer media contacts to Communications office. (610-688-8100, Ext. 6119) (See Media Procedures)
- * Plan how to inform families of students and staff directly affected.

4. Teacher's Responsibilities:

- * Teachers should not allow students to leave the classroom. Lock all doors and remove students from visible spots. Students should not leave the classroom until an all-clear announcement is given, or when directed to move to another location by police. Teachers should take an accurate count of students.

MEDIA PROCEDURES

1. All inquiries from the Media are to be directed to the Communications Office, 610-688-8100 ext. 6119. As soon as possible, give the communications coordinator a clear and concise statement of the basic facts so he/she can prepare the District's official statement. Give the facts - who, what, where, when, why and how. Facts must stay consistent; if they change, update as soon as possible and explain the reason for the change.
2. The SUPERINTENDENT, or his/her designee, is the spokesperson for the District in any emergency situation. Only one message goes out of the District in the event of an emergency. The Superintendent will deliver that message. Because the situation will determine what information may be released, no other staff member should speak to members of the media unless directed by the Superintendent or the Communications Coordinator. All information going out of the District must be cleared through the officials in charge of the emergency situation. The communications office will develop any necessary information to inform all key publics.
3. In certain situations, groups of parents whose students are involved in the crisis may need to gather in a nearby location. The school office and/or designated personnel should call the parents involved and asked them to report to a specific location. As much information as possible should be given when all have gathered at this location. Questions should also be answered at this time. A member of the administration should speak to this group and remain to give frequent updates on the situation.
4. Members of the community will also want to be informed about the situation. The Communications Coordinator will write a press release (if appropriate) to be faxed to all news stations. Extra copies of the district statement will be available to the community.
5. Staging areas for the media will be established according to the situation or emergency. This area is to be near the building, but far enough away so that the media does not interfere in the crisis situation. Members of the media are to be directed to this area and to the communications coordinator for additional information. Under no circumstances are members of the media to be allowed in the building during the crisis.

LOCKDOWN PROCEDURES

In some types of crises, it may be necessary to implement a temporary “lockdown” to protect students and staff. It is essential that all staff know the lockdown signal and procedure, and that the Principal has an efficient way to communicate the onset of the lockdown.

LEVEL ONE LOCKDOWN

1. Level One Lockdown is announced via the PA system.
2. All students are to be brought indoors.
3. All exterior doors are to be locked.
4. All interior activities are to proceed as normal until all clear is given.

LEVEL TWO LOCKDOWN

1. Level Two Lockdown is announced via the PA system.
2. All exterior and interior corridor doors are to be locked.
3. Students are detained in classrooms.
4. Teachers are to check hallways and bring ‘unassigned’ students into their classroom.
5. Keep the students calm.
6. Close the shades and blinds.
7. Lock the windows and doors
8. Turn off all of the lights
9. Keep students and staff away from doors and windows.
10. Remain calm and quiet.
11. Do not let anyone in the classroom until the all-clear signal is announced by an administrator or designee.

