

CUMBERLAND SCHOOL DISTRICT

CRISIS MANAGEMENT PLAN For Schools

**QUICK REFERENCE GUIDE FOR THE FOLLOWING
CRISIS MANAGEMENT SCENARIOS.**

- ❖ PREVENTATIVE LOCKDOWN**
- ❖ EMERGENCY LOCKDOWN**
- ❖ BOMB THREAT**
- ❖ EVACUATION PROCEDURE**
- ❖ FIRE**
- ❖ TORNADO**

August, 2007

PREVENTATIVE LOCKDOWN

In general, a preventative lockdown will occur when a situation outside the building, within the community, may impact the schools

STAFF:

Alert Signal

Announcement over the public address system, “All staff-Preventative lockdown in effect at this time”.

Staff Response

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
3. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
4. Staff should take attendance and report any missing students, or students sent to an alternative site, to the office.
5. Continue with normal activities as much as the situation allows.
6. If students or staff have a need to move about the building, obtain permission first from the lead administrator or designee.
7. Be prepared to rapidly implement an emergency evacuation or emergency lockdown if directed to do so.

PREVENTATIVE LOCK DOWN

EMERGENCY LOCKDOWN

STAFF:

Alert Signal

Announcement over the public address system, “All staff Emergency lockdown in effect at this time”.

Staff Response:

1. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
3. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows. Remain quiet. Refrain from using phones or pagers at this time.
4. Do not open the door for people claiming to be public safety personnel unless instructed to do so by a staff member whom you recognize.
5. Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.

For resumption of normal activities:

An announcement of “All teachers and staff please resume normal activities at this time”. Teachers, staff and students shall return to their assigned areas in an orderly but prompt fashion. Upon reaching their assigned area, normal activities should be resumed.

EMERGENCY LOCKDOWN

BOMB THREAT

STAFF:

1. If YOU receive bomb threat via phone call.
 - a. **DO NOT HANG UP THE PHONE.**
 - b. Listen carefully to everything that said, including background noises.
 - c. If possible, signal someone immediately to alert principal.
2. If YOU find a suspicious object.
 - a. Do not touch or move this object.
 - b. Immediately notify the office.
3. If NOTIFIED to check your area.
 - a. Search classroom or workspace for any object that looks suspicious or any object that you know is not normally in your area.
 - b. Notify office if anything suspicious is found.
4. You may be notified to evacuate in one of the following two ways -- take class roster, pen, and evacuation plan.
 - a. Through use of the fire drill procedure.
 - b. Through the use of the formal Evacuation Process (see Evacuation Page).
5. You will be notified by administration when it is safe to return to the building.

BOMB THREAT CHECKLIST:

Try to engage assistance while on the phone. Do not interrupt the caller except to ask the following questions:

- a) When is the bomb going to explode?
 - b) Where is the bomb?
 - c) What does it look like?
 - d) What kind of bomb is it?
 - e) What will cause it to explode?
 - f) Why are you doing this?
 - g) Who are you?
 - h) Where are you calling from?
 - i) **DO NOT HANG UP PHONE.**
- 1) Origin of call if known (local, distance, phone booth, internal, cellular).
 - 2) Description of caller's voice (male/female).
 - 3) Race.
 - 4) Accent.
 - 5) Tone of voice.
 - 6) Other voice characteristics.
 - 7) Did the caller seem familiar with the facility?
 - 8) Was there any background noise?
 - 9) Other comments or remarks. _____
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BOMB THREAT

EVACUATION PROCEDURES

STAFF:

1. Be aware of designed evacuation sites

2. Take Evacuation Plan, class roster, sign out sheet, and pen with you.
3. Close classroom door and turn out lights. Visually inspect the area as you leave.
4. Leave the building in an orderly manner without rushing or crowding. Keep class together.
5. Walk to your evacuation site. Buses may assist your offsite evacuation if necessary. Take roll before boarding.
6. Re-assemble your class at evacuation site and check roll to be sure all students are accounted for. Document any missing students.
7. Return to your room/school only when you are instructed that it is safe to do so. Do not release any students unless instructed by your principal.

EVACUATION PROCEDURES

FIRE

STAFF:

1. Activate Fire Alarm.
2. Evacuate room according to fire drill route posted in room. Take class roster, sign out sheet, pen and evacuation plan.
3. If safe, use fire extinguisher.
4. If unable to extinguish, shut door and leave building.
5. Take attendance and report any missing students.
6. Wait for all clear to re-enter building.

FIRE

TORNADO

STAFF:

1. Tornado warning will be announced over PA system.
2. Staff take students to your designated shelter area _____

3. Take class roster, sign out sheet, pen and Evacuation Plan.
4. Keep class together and take roll when students are in shelter area.
5. Stay in shelter area until all clear is given.

**In imminent danger have students assume alert position--bring head to knees and hands behind head.

**Have students sitting quietly with backs against interior wall.