



2023-2024
Emergency Plan Book

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GENERAL INFORMATION

The primary concern for all people attempting to carry out the Emergency Plan shall be the safety and concern for students and personnel. All instructions and procedures are secondary to this end. In the absence of instructions, all personnel are to take whatever action is deemed appropriate to insure the safety of all concerned. No plan can take the place of the good judgement of a thinking individual.

Instructions to follow in case of fire, intruder and inclement weather/tornado are covered in the posted maps in the rooms of the school. More detailed instructions for dealing with these emergencies are in the pages that follow. Also included in this handbook are guidelines for handling emergencies not included in the posted room instructions, including bomb threat, nuclear incident, traumatic incident, threatening intrusion/active shooter and other school emergencies.

GENERAL DUTIES

The success of the Emergency Plan will depend on individuals being responsive to conditions that could result in a hazardous situation. Administrators, teachers, staff personnel, and students are encouraged to develop a consciousness of such potential hazards. The following is a summary of the general duties of individuals responsible for the operation of the plan.

Crisis Team

- Develop a plan for crisis emergencies
- Periodically reviews the plans to make proper adjustments

Building Administrator

- Administers the Emergency Plan in their building
- Provides quarterly check of physical plant, playgrounds and communication systems
- Provides necessary information and in-service training at the beginning of each school year for teachers and staff to insure proper action in emergency situations
- Provides necessary information to parents regarding their role in the Crisis Team
- Posts emergency procedures in each room
- Conducts necessary drills to insure proper action in emergencies
- Maintains records of toxic and flammable materials
- Annually reviews the overall plan and makes recommendations for improvement
- Participates in state and local emergency preparedness drills
- Notifies the diocesan office of any emergencies at the school
- Makes available a copy of the Emergency Handbook for each staff member in the building
- Authorizes the use of school facilities, transportation, equipment, etc. available for use during an emergency

Teachers / Support Staff

- Annually reviews procedures outlined in the Emergency Handbook
- Instructs students at the beginning of each school year in procedures to be followed in emergencies
- Notifies the principal or his or her designee of an existing emergency
- In the absence of instruction, takes appropriate action to ensure students safety
- Performs other duties as may be assigned by the building principal

Parents / Guardians

- Familiarize selves with Emergency Plan
- Follows guidelines set forth in the Emergency Plan at their local school
- Cooperates with school authorities in the event of an emergency

CRISIS TEAM

The Crisis Response Team (CRT) plans and carries out strategies to handle various emergencies including those outlined in this handbook. The CRT consists of the following functional areas.

Principal/Designated Leader

- Evaluate Incoming Information
- Order outside emergency services
- Activate Crisis Plan
- Notify appropriate diocesan and school system officials
- Manage the plan
- Request additional services if needed
- Make personal visits
- Conduct faculty meeting
- Debrief Crisis Team
- Prepare written record of events
- Coordinate relocation of students and parent pick-up
- Determine location of operations/command center
- Prepare written record of events
- Contact with Emergency Personnel
- Assign staff to monitor doors
- Monitor bells, intercom, telephone, radios, all communications

Crisis Team

- Administer first aid
- Determine need for additional care
- Provide staff to accompany victims
- Arrange for counselors and locations
- Provide parental information regarding emotional needs
- Coordinate student pick-up
- Organize parent meeting
- Coordinate volunteer efforts

Administrative Assistant

- Manage students and visitors within office area
- Administer first aid
- Provide staff to accompany victims

Crisis Team leader

- Keep administrator informed
- Respond to staff inquiries and reports

NAM Crisis Team 2023-2024

- Elizabeth Fairbanks
- Katie Guenther
- Sarah Fitzgerald
- Kaye Kreikemeier
- Tracy Plautz
- Kristin Unger
- Jill West

TYPES OF RESPONSES TO EMERGENCIES

Evacuation

A number of emergencies may call for evacuation of the building. These include bomb threat, fire, gas leak or other situations in which remaining in the building might constitute a hazard. Whatever the circumstance, the procedure for evacuating the building is essentially the same. The evacuation should be conducted orderly, but with dispatch. A roll check or count followed by showing a red or green card to the designated personnel will determine whether all students are accounted for. Specific instructions should be posted in each classroom. Students and staff should remain evacuated until an ALL CLEAR signal is given.

In the event that we need to be removed from the grounds, the students and staff will make their way to Fredstrom Grade School. Specific instructions will be given over the intercom as to how and where the evacuation will take place.

Seeking Shelter

In certain emergencies, such as nuclear incident, tornado or severe storms, designated shelter areas should be utilized. If sufficient time is not available to move to the designated shelter areas, students should be directed to take cover under tables or heavy furniture. Assuming a protective position near the interior wall facing away from the windows affords some protection. Centrally located restrooms or locker rooms are suitable for protection. The gym and parish hall should not be used for shelter. Specific instructions are to be posted in each classroom. Students and staff should remain in the shelter area until the ALL CLEAR signal is given.

Lock down

In certain emergencies, the building and classrooms may need to be secured or “locked down.” These situations might include the presence of an intruder, the presence of threat of a weapon, emergency medical incident, etc. Instructions will be given to staff by an announcement over the intercom or other means of communication appropriate to the situation. The building should remain in “lock down” status until an ALL CLEAR signal is given.

Other Crisis/Trauma

Certain emergencies may call for extraordinary response. These could include a death of a student or teacher, transportation tragedy, etc. Instructions for response to these types of emergencies will be given by the building administrator or Crisis Response Team leader.

If it is determined to be a crisis event that will require a Crisis Team, Pius X High School and St. Teresa’s school. (The schools are subject to change)

THREAT LEVELS

U.S. DEPARTMENT OF HOMELAND SECURITY ALERT SYSTEM

RISK LEVELS	U.S. DEPARTMENT OF EDUCATION SUGGESTED ACTIONS
SEVERE (Red)	<ul style="list-style-type: none"> ● <i>Follow local/federal governmental instructions (radio and television)</i> ● <i>Activate Crisis Plan</i> ● <i>Restrict school access to essential personnel</i> ● <i>Cancel outside activities and field trips</i> ● <i>Provide mental health services to students and staff</i>
HIGH (Orange)	<ul style="list-style-type: none"> ● <i>Assign staff to monitor entrances at all times</i> ● <i>Assess facility security measures</i> ● <i>Update parents on preparedness efforts</i> ● <i>Address student fears concerning possible terrorist attacks</i> ● <i>Place school Crisis Response Team on standby alert</i>
ELEVATE D (Yellow)	<ul style="list-style-type: none"> ● <i>Inspect school buildings and grounds for suspicious activities</i> ● <i>Assess increased risk with public safety officials</i> ● <i>Review Crisis Response Plans with school staff</i> ● <i>Test alternative communication capabilities</i>
GUARDED (Blue)	<ul style="list-style-type: none"> ● <i>Review security measures</i> ● <i>Review emergency communication plan</i> ● <i>Inventory, test, and repair communication equipment</i> ● <i>Inventory and restock emergency supplies</i> ● <i>Conduct crisis training and drills</i>
LOW (Green)	<ul style="list-style-type: none"> ● <i>Assess and update Crisis Plans and procedures</i> ● <i>Discuss updates to school and local Crisis Plans with emergency responders</i> ● <i>Review duties and responsibilities of Crisis Team members</i> ● <i>Provide CPR and first aid training for staff</i> ● <i>Conduct 100% visitor ID check in</i>

North American Martyrs Threat Level Definitions

High ® Severe Alert (Red)

Initiated by the Federal or State Departments of Homeland Security, or by the school district, when an identifiable threat with significant probability of occurrence is present, and/or when an event has or is occurring and circumstances require an immediate response to ensure the safety of students and staff.

Guarded ® Elevated Alert (Yellow)

Initiated by the Federal or State Departments of Homeland Security, or by the school district, when the district has knowledge of a threat, which may not be specific in nature, with an unknown probability of occurrence, and has the potential to compromise the safety of students and/or staff.

Low Alert (Green)

Normal school operation with no added precautions warranted.

PLAN FOR REUNIFICATION IN EVENT OF CRISIS

The main office will be the on-site immediate Command Center from which the response team will function. The primary functions will be as follows:

- To coordinate with public safety officials
- To receive and disseminate information
- To receive and issue instructions
- To keep a list of certified CPR/First Aid personnel
- To keep maps of evacuation
- To keep helpful phone #'s

A safe room will be held in either the principal's office or library depending on the need and number of people needing assistance.

The offsite safe location will be Fredstrom Grade School.

The school principal will determine the safe room. The school office and Crisis Team are responsible for operations in this room.

In the case of dismissing students early to parents, students will be dismissed from the safe location designated by the principal or Crisis Team Leader in an orderly fashion.

Teachers should contact the principal or Crisis Team Members to get information until a meeting can be established for debriefing.

The Crisis Response team, along with assigned faculty and staff, when directed, should begin movement of students to the reunification location(s).

Secure an area at the relocation site for arriving students. An accounting of all students should be verified and communicated to the secretary. Only release students to authorized persons using a sign out procedure.

The principal will make contact with all diocesan systems to ensure parents are notified of the reunification location.

Provisions should be made for an influx of automobile traffic. Additional police and staff may be necessary to assist with traffic control.

In the case of police involvement and investigation, release students to parents only after police authorization has been obtained.

Provide for necessities such as food, water, and restroom facilities.

REUNIFICATION SIGN-OUT PROCEDURE

- When possible, teachers are responsible for ensuring all students being picked up are appropriately signed out
- Persons picking up students will be directed to the location of their child and must sign the student sign-out sheet
- Persons picking up students will need to provide name of student, name of person picking up the student and a contact phone number

SCHOOL SITE MAPS

Specific site maps are posted in each room of the school. We will also include a map in the Emergency Plan.

EMERGENCY KITS

Emergency notebooks should be marked and placed in a file box in each classroom.

The following materials are suggested:

- Current Class List
- Copy of Emergency Forms for Class
- Crisis Management Plan
- Flashlight/Extra Batteries
- Duct Tape
- Decks of Cards
- Towel
- First Aid supplies

COMMUNICATION

POLICE - FIRE - PARAMEDICS 911

School office: 402-476-7373

Lincoln Police: 402-441-6000

Poison Control: 800-222-1222

Diocesan Education Office: 402-488-2040

Bryan West: 402-481-1111

St. Elizabeth's: 402-219-8000

Fredstrom Elementary: 402-436-1140

PARENT COMMUNICATION

Parents will be contacted as soon as possible with pertinent information. Parents should be notified in a timely fashion via email, facebook page, school website and if applicable a letter home.

VISITORS/CONTRACTORS

All visitors, parents and others must sign in upon arrival and sign out when exiting the facility. No one other than faculty or staff will be allowed in the school building without an escort of visitor tag.

MASS SECURITY PROCEDURES

During Mass (8-end of Mass), doors to the outside will be locked. If a student or visitor arrives late, they will stop in the office.

MEDICAL EMERGENCY

Steps of Action:

Contact the principal or send for help. Always stay with the injured person.
Contact designated First Aid/CPR staff member. Send for AED located in the church narthex
Disperse the crowd if necessary.
Contact parent(s) and 911, if needed.
Inform staff and students as needed.
Designate an individual to accompany the victim to the hospital.
Complete an accident/report form.

HAZARDOUS MATERIAL SPILL/BLOOD

In the event of an emergency involving contamination from a vomiting or bodily fluids incident, the following procedures must be taken:

- The sick individual should be removed from the site, and given appropriate medical attention.
- Only employees trained in the proper use of personal protective equipment should respond to the incident.
- Cleaning staff must use appropriate protection from blood born pathogens and bodily fluid.
- Because of the potential airborne contamination, the vomitus or fecal matter should immediately be covered with an approved absorbent and cleaned with appropriate supplies.

WEATHER AND BUILDING SITE EMERGENCIES

FIRE

ALARM TO SEEK SHELTER

The fire alarm will sound to evacuate the building. The building should remain evacuated until an all-clear signal given.

Steps of Action

- Any person discovering a fire should activate the nearest fire pull-down station and notify the principal
- In the case of a **FIRE ALARM** during the **LUNCH** period, staff will instruct students to exit the building quietly. Teachers available in the proximity should go to the lunch room and help
- Once outside, the students should go to their classes so attendance can be taken at that time
- **Personnel in the front office call the Fire Department to report the fire**
- If in close proximity of fire, begin evacuation procedure immediately
- If we lose power, classes will be notified by office runners

Roles:**Teacher/ Staff**

- Give precise instructions, calling attention to the outside assembly area
- Have assigned individuals assist handicapped individuals
- Instruct students to leave coats and books
- Upon leaving the classroom, take emergency kit and cell phone
- Close door
- Evacuate the building promptly via the prescribed exit routes posted, using alternating exit if primary exit is blocked
- Prevent students from re-entering the building
- Move students to the designated assembly area a safe distance from the building
- Check roll and report missing or additional students with red card or a green card to say all students in their class are accounted for
- Administer emergency first aid. Report any injuries to the principal
- Release of students to parents must follow reunification process set in place for the situation
- **Await ALL CLEAR signal or further instructions from the principal or designee. NO PERSON IS TO RE-ENTER THE BUILDING UNTIL ALL CLEAR ORDER IS GIVEN**

Principal

- Sound the alarm
- Prevent students and staff from re-entering
- Meet and direct fire trucks to the fire or delegate designee
- Receive attendance reports from teachers identifying any missing students
- Attempt to locate missing students
- Sound **ALL CLEAR** signal

Secretary

- Take cell phone and a first aid kit and be ready to assist injured victims

FIRE EXTINGUISHER USE

- Check gauge on top of extinguisher
- See needle in green area
- Point extinguisher hose away from the body and pull on handle

TORNADO/INCLEMENT WEATHER**Alarm to seek shelter:**

The alarm to seek shelter is given by an announcement of a tornado shelter.
If we lose power, classes will be notified by office runners.

Steps of Action

- A tornado **WATCH** is intended to give advance notice concerning a threatening or possibly dangerous situation. At such time, the principal or designee may wish to unobtrusively notify teachers
- A **WARNING** means a tornado has been sighted and danger is imminent. Upon receipt of local warning, an announcement will be made and students directed to safety

Teacher/Staff

- Give precise instructions to your students
- Have assigned individual assist handicapped individuals
- Direct students quickly and quietly to the shelter area, leaving coats and books
- Take attendance and report missing students to command center
- As storm approaches, instruct students to assume a tuck position. If insufficient time to move to designated area, have students assume tuck position under desks, tables, or heavy furniture or go to an inside wall and assume tuck position facing away from windows
- In the case of a **TORNADO ALARM** while a class is in the cafeteria, teachers should report to the cafeteria immediately to move students to their designated area until the threatening weather has passed

After storm passes:

- Check students for injuries
- Provide emergency first aid
- Report all injuries, severe damage and missing students to the principal
- Await ALL CLEAR signal or further instructions from the principal or designee

Principal

- Sound the alarm
- Assign persons to check restrooms and other areas
- Receive and respond to teacher reports
- Immediately attempt to locate missing students
- Sound ALL CLEAR signal

Secretary

- Take record of absentees for the day and have a first aid kit ready

Shelter Areas

Shelter areas are posted near exits in every classroom. Teachers and students need to be familiar with these routes. When outside, if time permits, seeking cover inside is preferred, otherwise, instruct students to lie flat in the nearest depression or ditch until the storm passes. It is the responsibility of the classroom teacher to have evacuation routes available in the substitute folders.

NATURAL DISASTERS AND PHYSICAL PLANT FAILURES

DEFINITION

A natural disaster is a calamity or catastrophe brought about by natural occurrences such as a thunderstorm, tornado, earthquake, etc. which results in the disruption of the normal functioning of the facility. On the serious end of the continuum, these could be destruction of life. Related to natural disasters could be unforeseen occurrences such as waterline breaks, boiler explosions, gas line leaks, power failures, etc. which may have the same effect as a natural disaster.

RESPONSE PROCEDURES

- Contact help, 911 should be the first number called in the event of a fire or an incident that has resulted in injuries. If there are injuries, be prepared to provide emergency first aid until emergency medical help arrives. Locate all phones in the building and outside phones that can be used in case the building system is inoperable. A person should be stationed at an operable phone continually during the crisis.

- Evacuate the building if necessary. In case of evacuation, students and teachers will go to designated area.
- When a crisis occurs, the CRT should assemble immediately to assess the situation. Certain questions must be answered before plans can be implemented. Are there injuries? What is the extent of physical damage? Are there dangerous situations that require immediate action? Administration and maintenance will notify utility companies, civil defense, etc. as needed.
- Disable utilities in the event of structural damage. Before a disaster strikes, locate the main gas and water shut off valves and the main electrical disconnect. Also, if occupants are in danger of further harm with the utilities functioning, then utilities should be disabled. For example, if a tornado strikes, causing a gas line to rupture, the main gas valve should be turned off to prevent the possibility of fire.
- Provide protection and care for the occupants. Care for the injured until help arrives. Evacuation may be necessary. Take all necessary steps to ensure the health and safety of the building occupants.
- The CRT will establish a parental contact team. Parents will come to the site to determine the welfare of their children. Be prepared to direct vehicle traffic and to receive parents or relatives. Follow the reunification plan set in place for the situation.

IF INSIDE A BUILDING:

- Take cover under a desk, table, or heavy furniture
- Take cover in interior doorways or narrow halls
- Stay away from windows and beware of falling objects

IF OUTDOORS:

- Move away from buildings if possible
- Avoid electrical poles and overhead wires

AFTER THE EVENT IS OVER:

- Avoid touching electrical wires that have fallen
- Do not enter a building until it has been determined safe and an ALL CLEAR signal is given
- Teachers should check roll and report to principal damages and injuries
- Administer emergency first aid if necessary
- Follow instructions from the principal or his or her designee

Pandemic Flu Plan

DEFINITION

A Pandemic is a global epidemic of which there are no pre-existing immunities. In order for the World Health Organization to declare a pandemic, it must be a new flu strain, be spread from person to person and be in all the countries of the world.

When a pandemic is on the horizon or declared, the pandemic flu plan will be in effect at its appropriate level.

RESPONSE PROCEDURES

Level One (heightened awareness, recommendations)

- Encourage people to stay home from school if they have viral symptoms of any kind, especially a fever of over 100.
- Encourage hand washing for 20 seconds with soap and water.

- Encourage hand sanitizer usage of 60-95% alcohol base.
- Encourage staff to clean with disinfecting wipes two to three times a day making sure to use the cleaning products recommendation for full sanitation (Check the labels on the product for full direction).
- Take self-serve bar from the lunch line and have lunches plated.
- Encourage students to cough in the sleeve or a Kleenex and dispose of it.
- Encourage students not to touch their face.
- Sanitize pews in the church and follow the diocesan directive for Mass recommendations such as omitting the sign of peace, the use of Holy Water etc.
- Monitor absenteeism.
- Encourage custodial staff to pay close attention and sanitize (with recommended cleaning solutions) all areas most commonly touched and used.
- Encourage to drink more water. Students will be allowed to bring water bottles to avoid using drinking fountains.

Level Two (A seriously heightened situation)

- Look for imposed restrictions by the CDC, the county, state and health officials, and the Diocesan offices and follow them.
- People with compromised immune systems are encouraged to stay home.
- Field trips and school outings will be evaluated on a case by case basis.
- Sporting events, concerts and meetings may be postponed, rescheduled or cancelled.
- Mass gatherings of people in the school will be limited.
- Prepare for potential school closing (see SCHOOL CLOSING section).

Level Three (Endemic/critical health situation)

- Follow CDC, state and local health officials' restrictions for public gatherings which may include temporary closing of school.

SCHOOL CLOSING PREPARATIONS AND RESPONSE

At level two, teachers and students will begin to prepare for potential school closure. The nature of a pandemic could move quickly. It is imperative that you prepare early and find ways to communicate readily with families and students.

- Communicate with families and let them know how they will find out about school closure (Email, social media).
- Students will have a review of how to access any online technology available (IXL)
- Students will be given an opportunity (as time allows) to go to the library and check out additional books to read should a closing occur.
- Teachers will gather review materials so as to avoid regression of learning during a school closure and have it prepared for dissemination should it be needed.
- Teachers will be asked to bring home their computer/iPad, cords and set of username and passwords each night so as to be prepared for a potential school closing.
- Make sure your contact list with parents is up to date and have it available on your computer.

When the school closes:

- Communication of school closure will be done by the principal (email/ social media).
- Homeroom teachers will communicate with parents and send the packet (referenced above in #4).
- Parents will not be expected to teach new material to the students. They will be encouraged to have their children maintain knowledge of the material sent home in the packets along with any electronic learning that can be accessed in the home. (Parents who do not have access to

technology can contact the teacher to have the packet mailed to them). No child will be responsible to prove/return work in the packets at the reopening of the school. It is simply to maintain skills.

- All staff will be available by email while the closure occurs.

It must be understood that should a school closure occur:

- You will not be allowed in the building for an indefinite amount of time once closed.
- The closure could be weeks long.
- The school year could be extended into the summer.

HUMAN THREATS

WEAPONS

DEFINITION

Any object that can reasonably be used to inflict bodily injury. (Subcategories: gun, knife, club, other)

- Used in a threatening manner
- Used to cause bodily harm
- Concealed

RESPONSE PROCEDURES

USE OF A WEAPON ON SCHOOL PROPERTY

If a student or adult displays or threatens the immediate use of a weapon, assume an emergency situation is in effect.

The principal, or designee, calls 911 immediately.

- Secure the area as much as possible
- Try to maintain a calm situation and calm demeanor
- Avoid panic
- Make use of the school intercom system and get a non-threatening message to staff to secure their areas
- In the event of serious injury to any individual, call 911 immediately. First aid measures should be employed as quickly as possible
- Convene the CRT to assess the situation and implement the appropriate plan of action

RUMOR OR KNOWLEDGE OF A WEAPON ON SCHOOL PROPERTY

- Start talking. Principal will interview everyone who might have information about the weapons. The primary concern is to locate and secure the weapon, not to prosecute someone for possession of a weapon.
- If it becomes necessary to search lockers or personal storage spaces, do it. Be reasonable in the manner in which the search is conducted.
- If it is believed that the suspect has a weapon hidden on his/her body, call the parents and civil authorities.
- Contact parents about the situation with necessary information.

OTHER CONSIDERATION

- Do not deny the presence of a weapon if one is, in fact, recovered in the school. Answer any inquiry honestly and include in the answer what actions were taken concerning the offense. Refer inquiries from outside the school to the principal.
- Do not keep recovered weapons in the school. Call the police and turn the item(s) over to them.
- Try to establish why a weapon was brought to school. By establishing the possible motive for bringing the weapon(s) to school, a logical list of suspects can be developed.

ACTIVE SHOOTER

DEFINITION

An individual(s) opens fire on a group or individual inside or outside of a school. Because it is impossible to provide specific guidelines, common sense and decisive thinking will need to prevail on the part of the adult supervisor(s) at the time of the incident.

RESPONSE PROCEDURES

FIRING AT STUDENT OUTSIDE OF BUILDING

- Principal will notify staff
- Teachers should close and lock windows and doors
- Students should be instructed to get behind any cover available and remain out of sight until law enforcement officials arrive
- If no cover is available, students should fall flat to the ground & make themselves as small a target as possible
- Call 911
- Administer first aid, if necessary
- Call the Diocesan Office
- Efforts should be made to keep the students as calm as possible
- Convene the CRT to assess the situation and implement the appropriate plan of action
- Teachers/supervisors will assess the situation and use best judgement moving forward with proper actions

FIRING INTO A BUILDING FROM A POSITION OUTSIDE

- Principal will notify staff
- Students should be instructed to drop to the floor immediately and crawl to cover away from windows and doors
- Follow procedure as listed above
- Teachers/supervisors will assess the situation and use best judgement moving forward with proper actions

SNIPER FIRING AT RANDOM INSIDE OF BUILDING

- Principal will notify staff
- Students should be instructed to drop to the floor immediately and crawl away from the gunman
- Lock door to room/windows
- Follow steps 3-6 as listed above
- Teachers/supervisors will assess the situation and use best judgement moving forward with proper actions

IN ALL CIRCUMSTANCES

- If reunification is necessary, follow the procedure set up for the situation
- Convene the CRT to assess the situation and implement the appropriate plan of action.
- Notify parents and guardians

BOMB THREAT

Alarm to Evacuate

The alarm to evacuate the building will be a verbal announcement.

Steps of Action

- **Most threats are prepared as a hoax, intended to disrupt the school routine. The chance remains that the threat is authentic, thus a bomb threat should be taken seriously**
- **The building principal should determine the course of action**
- **Person receiving the bomb threat should quietly and immediately notify principal**

Roles:

Teacher/ Staff

- Give precise instructions, informing students of bomb threat, and it is to be taken seriously
- Have assigned individuals assist handicapped individuals
- Instruct students to leave coats and books
- Take emergency kit and cell phone. Do NOT use cell phones until cleared
- Check restrooms if assigned
- Evacuate building promptly, following the posted exit routes and move to the individual school reunification site

As a rule, 300 feet may be considered safe distance and should serve as a guide for school officials.

- Check roll and report missing students to secretary and principal
- In the case of a BOMB THREAT while a class is in the cafeteria, students should immediately get to their seats and remain QUIET and wait until verbal instructions are given. Classroom teachers will join them
- Await ALL CLEAR signal or further instructions from the principal or designee. **NO PERSON IS TO RE-ENTER THE BUILDING UNTIL THE ALL CLEAR IS GIVEN**

Principal

- Sound the alarm
- Notify police and Diocesan education office as soon as possible
- Prevent students and staff from re-entering
- Bring cell phone to command center DO NOT USE
- Secure and evacuate student emergency records
- Meet and direct personnel
- Receive and respond to teacher reports
- Immediately attempt to locate missing students
- Sound ALL CLEAR signal

Secretary

- Take record of absentees for the day and a first aid kit to the Command Center

INTRUDER

If you hear, “intruder in the building” with additional information over the intercom:

- Make sure doors are locked and students go to a location where they can't be seen in the windows
- Close blinds
- Turn off lights and computer monitors if possible

- Keep students quiet
- Everyone is to stay where they are, unless in a hallway. If this is the situation, please find the closest room that can be locked
- If you know the location of the intruder, you may lead students to an exit

Special Notes

- All staff members should locate and hold on to their class roster prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary
- Physical education classes being held in the gym should move into the closest classroom.
- Any students in the cafeteria should get out of the building and run
- If students and teachers are outside the school building, they should run if possible
- If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet
- Anyone in the hallway should move to the closest classroom immediately
- Cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights or exit if possible
- Students and staff in the library should go to the para rooms and closet or leave the building
- If you remain in the locked and dark room, do not leave until someone unlocks your door to give you the all clear. Administrators and law enforcement will have a key to let you know. Do not trust the intercom for an “all clear” announcement
- If you run, take your students to a safe location
 - Fredstrom
 - If you are running, just keep running
 - Notify the principal of your location as soon as possible

Email immediately and let parents know the reunification site. In the email state not to call as we can't have phone lines jammed in case of emergency personnel calling.

RUNAWAY/ABDUCTION

Steps of Action

- Staff will notify principal
- Call 911 if necessary
- Contact parent or guardian
- If student is running away, follow, if possible
- Notify classroom teacher of student's absence
- Have a description of the student ready to give to the police

Roles:

Principal

- Follow the student, if possible, or designate someone to do so
- Contact parent or guardian
- Give directions to other staff members

Secretary

- Notify emergency services 911

Teacher

- Keep other students in classroom. If abducted, provide a description of the abductor and vehicle, if possible

Custodians

- Conduct a thorough search of grounds for student

INFECTIOUS DISEASE CONTAMINATION

Definition

Blood borne pathogens are transmitted by contact with blood or other potentially infectious fluids (urine, saliva, vaginal secretions, etc.) through the following routes of exposure:

- Directly through the skin (needles, bites)
- Contact with non-intact skin (cuts or abrasions)

Steps of Action:

- Report the exposure incident to the principal who will contact a trained person to administer proper medical evaluation and care, if needed. For serious injury, call 911
- Always use Universal Precautions—treat all contact with blood or body fluids as if known to be infectious
- Gloves must always be worn. Additional personal protective equipment, such as eye, nose, and mouth protection, may be needed for profuse bleeding
- If skin or mucous membrane comes in contact with blood, wash or flush with water as soon as possible with a 10% bleach solution or antibacterial soap. Always wash hands after removing gloves
- Immediately remove any contaminated clothes

Roles:**Principal**

- Supervise the care of the injured person(s)
- Contact a parent / guardian
- Document

Secretary

- Assist with emergency services communication

Custodian

- Any blood splashes / body fluids on the floor or on any of the fixtures needs to be cleaned with a 10% bleach solution or other approved germ killing agent
- Gloves, contaminated clothing, and items used to clean up blood or bodily fluids should be disposed of into red plastic bags imprinted with BioHazard labels

SUICIDE

DEFINITION

A student or staff member is reported to have committed suicide.

RESPONSE PROCEDURES

Suicide or suicide attempt on campus

- Call 911 and administer first aid
- Secure the area
- Contact the principal
- Principal or designee contacts the parents/guardian/family of victim
- Convene the CRT to assess the situation and implement the appropriate plan of action
- Obtain a list of possible witness for law enforcement officials

Suicide or suicide attempt off campus

- Convene CRT

TRAVEL ACCIDENT

DEFINITION

Any accident involving student transportation that results in students or driver injury.

FIELD TRIPS

- Keep a roster of students with you when you are gone
- Have a list of chaperones and their phone numbers available to each chaperone and teacher
- Gather medical and emergency information for students on the field trip

IN CASE OF ACCIDENT

In case of accident, call the school and notify administration. Administration will activate Emergency Response Team. (A command center will be set up at school. Administrator and other personnel if deemed appropriate will be sent to hospital with emergency information.)

IN ALL SITUATIONS

Contact the parent and inform them there was an accident. Parents will be asked to report to the hospital or another pick-up spot if the child was not transported to hospital. Based on the circumstance, counselors may be asked to meet with students at school. Other supplemental support will be offered as necessary after the immediate emergency is over. If necessary CRT will be called.

EVENT WHERE CRT CONVENES

Crisis Response Teams are established to assist in managing tragedies that have significant impact on schools, that is, student or staff deaths, critically ill or injured students/staff, terminal illness, natural disasters, hostage or abduction situations. These teams are designed to provide assistance to students and staff, preschool through high school.

RESPONSE

PROCEDURES

Principal

- Will receive the call- Gather information about who, what, when, where, who knows, who needs to know and take detailed notes
- Verify the details with proper authorities and the people who are involved
- If the event is happening in real time, immediate action may be necessary in order to secure the building, or provide medical assistance
- It is important that school safety and Crisis Teams work together to plan for the unexpected
- Notify Diocesan Education Office
- Contact parents of the child if the event has happened at school (verify the information)
- Contact Pastor
- Contact Crisis Response Team leader and provide all pertinent information about the crisis: Student or teacher involved, what happened when did the incident occur?
- Contact the CRT and Sister School CRT leaders
- Consult with CSS if necessary

Crisis Response Team leader

- Contact Crisis Response Team leader and provide all pertinent information about the crisis: Student or teacher involved, what happened when did the incident occur?
- Consult with CSS if necessary
- Develop Specific plan with CRT team

Make a plan for the response

- Identify media point person
- Make plans for a before school staff meeting
- Make plans for announcement to students
- Identify the counseling room and determine the location of crisis response center
- Student/teacher reaction management strategies
- Parent Letter/Email communication *In the case of a deceased student: delete the student's name from the mailing list so the correspondence is not sent to their home.
- Manage the student in crisis' possessions
- After School Meeting/Initial Debriefing
- Get substitute staff if needed
- Makes plans for religious services
- Decide if school will be dismissed

If the event is in the building

- Convene the CRT to assess the situation and implement the appropriate plan of action.
- Utilize staff to secure the area where the injured/deceased person is located as an aid to responding law enforcement officer's need to potentially process the area as a crime scene.
- Notify nearest relative using the school's list of employee and student's emergency information.
- Notify critical personnel from your contact list, which would include the Diocesan Education Office
- Ensure that someone from your Crisis Response Team accompanies or follows the person to the hospital to await the arrival of the family.

- Do not inform the family of the possibility of death. A physician should be the one to discuss this.
- Do not issue any initial statements to the press. Refer all inquiries to the law enforcement agency responding and/or to the Director of School and/or Central Office.
- Prepare to activate counselors.