BRUSLY HIGH SCHOOL

CRISIS MANAGEMENT

Student Expectations

2016-2017

# Brusly High School

## Crisis Management Plan

2016-2017

PURPOSE OF A CRISIS PLAN

This guide is intended as a reference for students and staff and should not replace sound judgment and common sense. We live in a complex and dynamic society. Crises may arise anywhere and anytime. It is important for school systems to prepare a contingency crisis plan for various unexpected events. When the school personnel are prepared to handle a crisis, students can continue to function and grow emotionally, intellectually and physically. Preparation can help to unite staff and students---thereby building confidence and cohesiveness within the public community. The school may play a key role in resolving a crisis. The possible school roles are as follows:

1. Serving the wider community--school addresses the needs of everyone (with or without children in

 school).

2. Substitution for the extended family--In addition to the academics, the school provides emotional, social, and physical need of the students.

3. Providing services to students, a well-trained staff that is sensitive to the needs of students during a crisis can be of vital importance.

4. Maintaining a cohesive school community--the school can provide a positive personal identity for

 students and thereby creating unity, compassion and support.

5. Fulfilling a legal responsibility--the school can be better protected if there is a plan, procedure and

 training to demonstrate preparedness during a crisis.

6. Reducing the effects of traumatic stress--A crisis is unpredictable but flexibility and preparedness will

 provide methodology and direction during an unexpected event.

**EVACUATION**

**FIRE ALARM- Classroom and building evacuation**

rehearsed during school drills

**Teachers**

Pick up roll books and keys.

Close windows, if time permits.

Close and lock all doors.

Turn off all lights.

Move students to designated assembly area using designated evacuation routes.

Take roll of students, report head count and missing students.

**Students**

Leave classroom/building quickly in a calm manner using designated evacuation routes.

Stay in area designated by your teacher, and respond promptly during roll call.

Do NOT use cellular devices.

**WEATHER EMERGENCY**

rehearsed during school drills

FOR TORNADO WATCH

**Teacher**

Listen for administrative announcement

Prepare to move quickly to safety

FOR TORNADO WARNING

**Teacher**

Move quickly to the designated area of safety.

Make sure that students sit, lie flat, or crouch with their hands over their heads facing the interior wall.

Gather information on any injuries and inform the designated hall monitor.

Return to class when directed.

**Students**

Follow instructions from teacher.

Move quickly and calmly to designated safe area.

Sit, lie flat or crouch with hand covering head facing the interior wall.

Do NOT use cellular devices at this time.

**SECURITY EVACUATION**

SECURITY EVACUATION WILL BE ANNOUNCED FOLLOWED BY THE FIRE ALARM-- evacuate the buildings using same routes designated during a fire drill.

**Teachers**

Do not touch ANYTHING!!!

Teachers pick up roll books and keys.

Lock doors and turn off lights.

Move students to designated assembly areas.

Take roll of students for accountability.

Report head count and any missing students/

**Students**

Follow instructions from teacher.

Move quickly and calmly to designated safe area.

Do NOT use cellular devices at this time.

**SHELTERING IN PLACE**

#### HAZARDOUS MATERIAL/RADIOLOGICAL INCIDENT

**Teacher**

Secure any students from the hall into your classroom.

Close and tape all exterior doors and windows. (Gray tape will be kept in all classrooms in case of an emergency)

If advised, cover mouth and nose with a paper towel or tissue. (Paper towels will be kept in all classrooms in case of an emergency)

Take roll of students for accountability.

Continue this procedure until contacted by the front office to act otherwise.

**Students**

Follow instructions from teacher.

Move quickly and calmly to designated safe area.

If advised, cover mouth and nose with a paper towel or tissue.

Do NOT use cellular devices at this time.

IF IT’S DECIDEDTO EVACUATE THE BUILDING(S)

**Teacher**

Explain procedures to students. Instruct students to take belongings if informed to relocate.

Wait in classroom until buses have arrived.

Teachers take roll again after arriving at relocation area or bus loading area.

Teachers will remain with students until the bus or parents have picked them up.

**Students**

Follow instructions from teacher.

Move quickly and calmly to bus loading area.

Adhere to bus rules and regulations.

Stay in area designated by your teacher, and respond promptly during roll call.

Do NOT use cellular devices at this time.

**SECURITY LOCKDOWN--Stay in Room**

Everyone should remain in the building,

Teacher

Cover windows

secure classrooms - Lock classroom doors or use rubber doorstops if necessary

Secure any students from the hallway into your room.

Close blinds.

Turn off lights.

Have the students lie on the floor with hands over their heads. They should be

out of the line of vision from all windows/doors. Attempt to have your classroom

 appear empty or unoccupied.

 MAINTAIN SILENCE

 Write on white paper the condition of all in room and slip it under the door.

 (ex. # of injured, all safe, etc.) protect students.

Do not confront individuals involved in the incident

**Students**

Follow instructions from teacher.

Move quickly and calmly to designated safe area.

Sit or lie on the floor with hands over their heads. They should be

out of the line of vision from all windows/doors.

Do NOT use cellular devices at this time.