

Windsor Elementary
Crisis Response
2013-2014

BOMB THREAT

- *Bomb Threat procedures initiated over the intercom*
- *The following statement indicates there has been a bomb threat: “Teachers and students, there is a need for everyone to leave the building and go to your designated waiting areas outside. Do not touch anything as you leave.”*
- *Do not tell students it is a bomb threat*
- *Check your room or area*
- Report any suspicious packages or signs of forced entry to the administration office
- *On command - evacuate students*
- *Have students leave their bags or packs in the school*
- *Follow evacuation procedures*

BOMB THREAT - TEACHERS

LOCK DOWN

- *Lock-down initiated over the intercom with the following statement: “This is a lock-down.”*
- *Calmly ask students to move away from the door and windows*
- *Check for students outside of the classroom*
- *Close and lock any doors - close window blinds or cover windows*
- *Call the roll, carefully noting which students are absent*
- *A supervisor will call your room*
 - *Indicate any students that were in class, but are now missing*
 - *Indicate any students who were brought in from the hall*
- *Stay off the phone or intercom and wait for “all clear”*

LOCK DOWN - TEACHERS

IN-SCHOOL SHELTERING

- *The purpose of in-school sheltering is to protect students from external environmental hazards*
- *In-school sheltering initiated over the intercom with the following statement: “This is an in-school sheltering”*
- *Clear students from the halls or outside into the classroom*
- *Tape doors and windows to seal air in room*
- *Call roll*
- *A supervisor will call your room*
 - *Indicate any students that were in class, but are now missing*
 - *Indicate any students who were brought in from the hall*
- *Stay off the phone or intercom and wait for “all clear” to be given*

IN SCHOOL SHELTERING- TEACHERS

EVACUATION

- *Close windows and doors*
- *Leave doors unlocked*
- *Take rolls and emergency kit*
- *Exit classrooms safely, use alternate exit if needed*
- *Contingent on weather, have students take coat*
- *Move to designated area far from building*
- *Call roll*
- *Report to supervisor missing or injured students*
- *Send injured to first aid station or notify supervisor*
- *Keep students in designated area*
- *If relocation is necessary, wait for instruction from supervisor to go to secondary location*

EVACUATION - TEACHERS

EARTHQUAKE

- *Yell “EARTHQUAKE! (or Earthquake Drill!) DROP!”*
- *Duck and cover*
- *Remain until earthquake is over*
- *Check hall for exit*
- *Follow evacuation procedures*

EVACUATION DURING LUNCH OR RECESS

- *Go to students and evacuate through the nearest exit*
- *Make sure building is clear*
- *Direct students to the assigned meeting area*
- *Take roll*
- *Report to supervisor missing or injured students*
- *Send injured to first-aid station or notify supervisor*
- *Keep students in designated areas*

TEACHERS REFER ALL MEDIA TO
INCIDENT COMMAND!

MAP- DESIGNATED ASSEMBLY AREAS

Clearing Restrooms:

- Upper Grade restrooms—Judy Kowallis
- Lower Grade restrooms—Tammy Fredrickson
- West Wing restrooms—Teri Maughan
- Faculty Room and Restrooms—JoDee Spanos

Chain of Command:

- | | |
|-----------|------------|
| 1. Craig | 4. Kaitlyn |
| 2. Rachel | 5. Ronnie |
| 3. JoDee | |

MAP-DESIGNATED ASSEMBLY AREAS

CLASSIFIED INSTRUCTIONS

Supervising an assembly area

Kaitlyn Blackham

Assisting incident command

Shari Cornwall

Supervising Special Needs Children

Teachers, JoDee Spanos

Watching entrances for students reentering building

Checking on students in rooms

Judy Kowallis

Accounting for the safety of classified employees

JoDee Spanos

Immediately after securing their areas, all classified employees will contact the office to advise them of their locations and the names of any students who are with them.

CLASSIFIED EMPLOYEE INSTRUCTIONS

CUSTODIAL INSTRUCTIONS

The following building systems need to be shut down in crisis:

Heat, air, water, power, air circulation

Fire: automatic shutdown of heat and lights

Earthquake: gas, electrical and water

Shut off valves, breaker panel Location:

Water: Boiler room, left hand side, 2 valves on wall

Power/Air: Energy Management

Gas: Outside back lunchroom doors, wrench in office
needed to use in turnoff

Fire: Location is printed on panel in Office

Breaker Panels: Boiler Room, control room across from
office

Securing and searching the building in case of a bomb threat:

Police responsibility.

The custodian will communicate with the administration by radio.

CUSTODIAL INSTRUCTIONS

FIRST AID

Certified to administer first-aid in the event of an emergency:

Tiffani Ericksen
Ranae Greene

First-aid assembly areas for the walking wounded:

North Soccer Area

Method of communication with the first responders:

Walkie Talkie

Person designated to transport first-aid supplies in the event of an evacuation:

Tiffani Ericksen
Ranae Greene

Office personnel will keep track of injured students who are transported to the hospital. They will also be responsible for notifying parents of injured students through the Command Center.

FIRST AID

Accounting for Students:

Supervisors to report missing classes or students as well as injured individuals to:

Command Center

JoDee Spanos

Kaitlyn Blackham

Shari Cornwall

In-School Sheltering or Lockdown:

Teachers and students will be in rooms. We will contact each room via intercom to account for their safety

The same supervisors who help in an evacuation will help in this instance.

Other areas besides the front office available for supervisors to use in case the office is not secure:

Media Center

Classrooms as needed: All rooms have phones.

ACCOUNTING FOR STUDENTS

INCIDENT COMMAND

Incident command is made up of the administration, other designated helpers, and representatives from emergency personnel such as fire, police, EMT, etc.

Office	Craig's Office
Media Center	Classrooms as needed

The front office is assigned to call police, fire, or poison control. The chain of command will work with the custodian to coordinate alarms and locating the source of alarms.

The following will coordinate the accounting for students:

Craig Jensen	JoDee Spanos
Kaitlyn Blackham	Rachel Lunt

The following will oversee first-aid:

Tiffani Ericksen
Ranae Greene

The command Center will coordinate relocations and deal with the Media. The following is the chain of command:

1. Craig
2. District Office

The following will organize parents or volunteers who show up on the scene:

PTA Board, Shari Cornwall

The following are in charge of the portable office and will take it to the command center (pens, paper, first-aid supplies, portable radio, megaphone, flashlight, maps, names and phone numbers of students, cell phones, etc.)

JoDee Spanos, Kaitlyn Blackham, Shari Cornwall

INCIDENT COMMAND

PARENT NOTIFICATION

In the event of an emergency, which necessitates evacuation from the building (earthquake, fire, etc.), the following procedure will be followed:

The office will contact the PTA and SCC PRESIDENT who will assist in contacting parents.

PARENT NOTIFICATION